

**MINUTES**  
**NALA AFFILIATED ASSOCIATIONS**  
**ANNUAL MEETING**  
*Scottsdale, Arizona*

**Thursday, JULY 11, 2019**

NALA Affiliated Associations Director Annette Brown, ACP, called the Annual Meeting of the NALA Affiliated Associations to order at 10:38 a.m.

Director Brown, ACP, welcomed those in attendance and thanked everyone for attending the meeting. She announced first that she would recognize affiliates with Milestone Anniversaries. She would then discuss a couple of policy changes that affect the affiliates and honor our NALA Affiliate Awards recipients, and finally there would be a short business meeting electing the affiliated associations director and secretary for the upcoming year.

Director Brown, ACP, appointed the following Affiliated Associations NALA Liaisons to a committee to review and approve the minutes of the 2019 NALA Affiliated Associations Annual Meeting.

Zenda Heafner - (MPA) Mississippi Paralegal Association  
Kerry Blackburn- (COALA) Central Oklahoma Association of Legal Assistants  
Julie McLean, CP, FRP – Central Florida Paralegal Association

Director Brown, ACP, then introduced Peonca S. Grier, CP, FRP who served as Affiliated Associations Secretary; Jill I. Francisco, ACP, NALA President and Melissa J Hamilton, ACP, NALA Vice President who served as Parliamentarian; Deanna Young, NALA Affiliate & Education Specialist; and Dr. Greta Ziemetz, CAE, NALA Chief Executive Officer.

Director Brown, ACP, recognized some affiliates who were celebrating milestone anniversaries this year.

- 40 years – Paralegal Association of Florida, Inc.  
Tulsa Community College Student Association of  
Paraprofessionals & Legal Assistants (OK)  
TCC Student Assoc of Paraprofessionals & LA
- 35 years – Utah Paralegal Association  
Tidewater Paralegal Association (VA)  
Arkansas Paralegal Alliance, Inc.
- 30 years – Arizona Paralegal Association  
Central Florida Paralegal Association, Inc.  
South Dakota Paralegal Association, Inc.  
Sierra Nevada Association of Paralegals
- 25 years – Metrolina Paralegal Association (NC)
- 15 Years – Legal Assistants/Paralegals of Southern West Virginia  
Houston Paralegal Association
- 5 Years – Atlanta Paralegal Association (GA)
- 1 Year – Fremont College Paralegal Studies Student Association

Next Director Brown, ACP, discussed the policy changes that affect affiliates. NALA Affiliated Associations send in reports of their association's events and accomplishments twice a year on December 1 and June 1, and membership fees are due annually on October 1.

Director Brown, ACP, advised that previously NALA has not instituted late fees, but in the interest of fairness, and in an effort to encourage consistency with deadline compliance, NALA is instituting an incentive for submitting reports and annual fees on time. We understand that everyone is busy, so the deadlines are very generous. NALA is not in the business of suspending affiliates. Affiliates that are not complying with reporting requirements or fee deadlines should not have access to the same benefits as those affiliates who do comply.

Director Brown, ACP, advised members that the NALA Board discussed and approved the following policy with the explicit condition that plenty of notice and reminders would be provided to our Affiliates. All NALA's Affiliate messages go out to both the NALA Liaison and the association President to ensure the information is available to be shared to its members. Please be sure that NALA has the correct contact information – email addresses, etc. for your association's President and NALA Liaison.

The following incentives will be in effect as of this meeting:

**Affiliate Fees – Due October 1:**

On December 1 (60 days past due), if an affiliated association's membership fee has not been paid, a \$50 late fee will be added to their account. On January 1 (90 days past due), their affiliated association benefits will be suspended until full dues payment is received.

**Mid-year Report – Due December 1:**

An affiliated association that does not submit a mid-year report or a complete membership roster (name, address, email, phone), within 60 days of the December 1 submission deadline will have their affiliated association benefits suspended on February 1. Affiliated association benefits will be reinstated when the midyear report, with complete membership roster, is received.

**Annual Report – Due June 1:**

An affiliated association that does not submit an annual report within 60 days of the June 1 submission deadline will have their affiliated association benefits suspended on August 1. Affiliated association benefits will be reinstated when the annual report is received as long as they are in compliance with all other requirements.

**The reminder notice schedules will be multiple:**

**ANNUAL FEES- Due Oct 1**

60-days before deadline	Aug 1	All
30-days before deadline	Sep 1	All
2 weeks before late fee incentive	Oct 15	Late
2 weeks before suspension	Nov 15	Late

**REPORTS (Semi-annual- Dec 1; and Annual- Jun 1):**

60-days before deadline	Oct 1; Apr 1	All
30-days before deadline	Nov 1; May 1	All
30-days after deadline	Jan1; Jul 1	Late
2 weeks before suspension	Jan 15; Jul 15	Late

Next, Director Brown, ACP, introduced President Jill I. Francisco, ACP, who discussed the Affiliate Visit Policy and trade show exhibiting. A question was answered from an affiliate member regarding visit requests. President Francisco, ACP, told attendees that a request does not guarantee that a NALA rep will be able to attend your event or meeting, but NALA does make every effort to provide someone for your event. She advised that effective May 31, 2019, NALA no longer provides speakers for CLE courses. NALA will provide someone to participate as a tradeshow representative in your Expo Hall; or to speak with your members about NALA matters such as: 1) Membership; 2) CP Exam; 3) Conference; and 4) NALA Education.

An affiliate member asked whether there was a cost associated with having a NALA Board of Directors member visit. President Francisco, ACP, advised that on the policy request for there is a question that asks if you can contribute to the visit but it does not impact authorization of the request.

President Francisco, ACP, discussed the request form itself, noting information one should have lined up before they submit the request form including: 1) Who will be your NALA contact person; 2) name of the event, and the date and time it will be held; 3) exact time(s) you want the NALA representative to appear; 4) what function your NALA representative will be fulfilling: Speaker or Expo Hall table.

Director Brown, ACP, continued the program with the Affiliated Associations Award Presentations. Director Brown, then asked Peonca S. Grier, CP, FRP, Affiliated Associations Secretary to come to the podium to announce the recipients of the 2019 NALA Affiliated Association Awards. She then asked Jill I. Francisco, ACP, NALA President, to assist with the presentation of awards.

The NALA Affiliate Awards are presented yearly to Affiliate members or to committees of a NALA Affiliated Association, in recognition of their contribution to the goals and programs of an affiliated association. Designees are nominated by their respective Affiliated Association for contributions such as assisting with and organizing CP study groups, working with bar associations on behalf of the legal assistants in the area, planning educational programs, and developing pro bono or other community involvement programs for the affiliate.

The following were recipients of the NALA Affiliate Awards for 2019:

1. *Deborah "Deb" M. Paul, CP – Alabama Association of Paralegals*
2. *Irene Winterburn, CP – Arizona Paralegal Association*
3. *Angela R. Trujillo, CP – Tucson Paralegal Association*
4. *Melody Cooper Gross – Paralegal Association of Santa Clara County*
5. *Tanya Chopra – Orange County Paralegal Association*
6. *Herbert Ortiz – Los Angeles Paralegal Association*
7. *Souriya "Joe" Maniwan, ACP – San Diego Paralegal Association*
8. *Iris Walker - Central Florida Paralegal Association*
9. *Caroline A. Peterson, CP - Northwest Florida Paralegal Association*
10. *Asha Maharaj-Lucas – Paralegal Association of Florida, Inc.*
11. *Dana S. Martinez-Jones, ACP- Tampa Bay Paralegal Association*
12. *Angela V. Skeete – Atlanta Paralegal Association, Inc.*
13. *Shari V. Wood, ACP- Iowa Association of Legal Assistants Paralegals, Inc.*
14. *Terry L. Hale, ACP- Montana Association of Legal Assistants \* Paralegals*
15. *Teresa L. Semerena, ACP – Nebraska Paralegal Association*
16. *Kandi Moncelsi, ACP – Paralegal Association of New Jersey, Inc.*
17. *Danielle MiMauro-Brooks – Greater New York Paralegal Association*

18. *Alice M. Johnson, ACP – Western Dakota Association of Legal Assistants*
19. *Lisa Robison – Paralegal Association of Northwest Ohio*
20. *Carol L. Bybee, CP - Central Oklahoma Association of Legal Assistants*
21. *Jennifer L. Arnold, ACP – Tulsa Area Paralegal Association*
22. *Barbara C. Carter – Charleston Association of Legal Assistants*
23. *Brandy Ableman, CP – South Carolina Upstate Paralegal Association*
24. *Airolyn T. Loggins, ACP – Greater Memphis Paralegal Alliance, Inc.*
25. *Aleyce M. Fontenot – Tennessee Paralegal Association*
26. *Mary Katherine "Kitty" Bice, ACP – Richmond Paralegal Association*
27. *Melanie D. Hicks, ACP – Legal Assistants/Paralegals of Southern West Virginia*

Director Brown, ACP came to the podium to act as Chair for the election portion of the agenda. Director Brown, ACP, announced that this year neither candidate for the position of Affiliated Association Director or Secretary had an opponent. She read Article IV, 4.6(a) of the NALA Bylaws which states: "Voting for officers shall be by ballot at the annual meeting except when there is but one candidate for any office. In that event, if there is no objection, the chair may declare the candidate elected." Candidates for office of Affiliated Association Director must be NALA active members in good standing and members in good standing of an Affiliated Association during their term as Affiliated Associations Director. Candidates must also have successfully completed the CP exam and have maintained current CP status. The term of office is for one year.

Director Brown, ACP then presented Peonca S. Grier, CP, FRP, of Orlando, Florida, as candidate for Affiliated Associations Director. She then read the duties and responsibilities Affiliated Associations Director and asked Ms. Grier, CP, FRP to stand.

Director Brown, ACP asked Ms. Grier, CP, if she wished to make a statement to the membership. She did and gave her statement to the membership. Director Brown, ACP, then asked if there were any objections to the candidate for Affiliated Associations Director. Being none, Director Brown, ACP, as Chair, declared Peonca S. Grier, ACP, as Affiliated Associations Director for the 2019-2020 year.

Director Brown, ACP then presented Bridget Stuhr, ACP, of Omaha, Nebraska, as candidate for Affiliated Associations Secretary. She then read the duties and responsibilities of the Affiliated Associations Secretary and asked Ms. Stuhr, ACP, to stand.

Director Brown, ACP, asked Ms. Stuhr, ACP, if she wished to make a statement to the membership. She did and gave her statement to the membership. Director Brown, ACP, then asked if there were any objections to the candidate for Affiliated Associations Secretary. Being none, Vice Director Brown, as Chair, then declared Bridget Stuhr, ACP, as Affiliated Associations Secretary for the 2019-2020 year.

Director Brown, ACP, thanked Melissa J. Hamilton, ACP, NALA Vice President for serving as Parliamentarian for the meeting. Director Brown, ACP, then asked if there were any further items for discussion. There were none. Director Brown, ACP, then declared the Affiliated Associations Annual Meeting closed. The business portion of the Affiliated Associations Annual Meeting was adjourned at 11:28 a.m.

The meeting was followed by the Affiliates Exchange Presentation given by the Nebraska Paralegal Association with their presentation: *“Collaborating Committees: Working Together for Ultimate Success”*.

Respectfully submitted,

*Peonca S. Grier*

Peonca S. Grier, CP, FRP  
2018-2019 NALA Affiliated Associations  
Secretary