

MINUTES
NALA AFFILIATED ASSOCIATIONS
ANNUAL MEETING
NALA@HOME

Friday, July 23, 2021

NALA Affiliated Associations Director Peonca S. Grier, CP, FRP, SHRM-CP, called the Annual Meeting of the NALA Affiliated Associations to order at 12:45 p.m.

Director Grier, CP, FRP, SHRM-CP welcomed those in attendance and thanked everyone for attending the meeting. She announced that she would recognize affiliates with Milestone Anniversaries, discuss policy changes that affect the affiliates, honor our NALA Affiliate Awards recipients, and finally preside over a short business meeting electing the affiliated associations director and affiliated associations secretary for the upcoming year.

Director Grier, CP, FRP, SHRM-CP then introduced Bridget M. Stuhr, ACP, who served as Affiliated Associations Secretary; Melissa J. Hamilton, ACP, NALA President and Parliamentarian for the meeting; and Vanessa Finley, MBA, CAE, NALA Chief Executive Officer.

Director Grier, CP, FRP, SHRM-CP recognized the affiliates who were celebrating milestone anniversaries this year.

40 years

- Mississippi Paralegal Association
- Tennessee Paralegal Association
- Southeast Texas Association of Paralegals
- North Carolina Paralegal Association

35 years

- Northeast Florida Paralegal Association, Inc.

30 years

- Texas Panhandle Paralegal Association
- Southeastern Association of Legal Assistants (GA)

25 years

- Orange County Paralegal Association (CA)
- Charleston Association of Legal Assistants (SC)
- Legal Assistants of the Western Slope (CO)

20 years

- Heartland Paralegal Association (KS)
- Los Angeles Paralegal Association (CA)

5 years

- Greater New York Paralegal Association

Next Director Grier, CP, FRP, SHRM-CP reminded members of the due dates that affect affiliates. NALA Affiliated Associations are to submit reports of their association's events and accomplishments twice a year: the annual report is due on January 15th, the mid-year report is due on June 8th, and

membership fees are due annually on October 1. Director Grier, CP, FRP, SHRM-CP also reminded members of the consequences instituted to encourage consistency with deadline compliance for submitting reports and annual fees on time. NALA does not want to suspend affiliates, however affiliates not complying with reporting requirements or fee deadlines should not have access to the same benefits as those affiliates who do comply.

Director Grier, CP, FRP, SHRM-CP, reminded members of the policy that NALA will provide reminders, with plenty of notice to our Affiliates. All NALA’s Affiliate messaging will go out to both the NALA Liaison and the association’s 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 were summarized:

Annual Report – Due January 15:

An affiliated association that does not submit an annual report within 60 days of the January 15 submission deadline will have their affiliated association benefits suspended on March 15. Affiliated association benefits will be reinstated when a fully compliant annual report is received.

Mid-year Report – Due: June 8

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 June 8 submission deadline, will have their affiliated association benefits suspended on August 8. Affiliated association benefits will be reinstated when the midyear report, with complete membership roster, is received.

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.

The schedule for reminder notices are as follows:

REPORTS (Annual Report due January 15 and Mid-year Report due June 8):			
60-days before deadline	November 15; April 8	All	
30-days before deadline	December 15; May 8	All	
30-days after deadline	February 15; July 8	Late	
2 weeks before suspension	March 1; July 25	Late	
ANNUAL FEES- Due October 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	

Next, Director Grier, CP, FRP, SHRM-CP reminded members of the Affiliate Visit Policy and trade show exhibiting. She reminded attendees that a request does not guarantee that a NALA representative will be able to attend your event or meeting, but NALA will make every effort to provide a representative at your event. She advised that NALA no longer provides speakers for CLE courses. NALA will provide someone 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. She also noted that the request should include the following: 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, etc.

Director Grier, CP, FRP, SHRM-CP then informed members of the Affiliated Associations Task Force, which commenced meetings in November 2020, with the intention of helping Affiliated Associations develop options for distance membership. Members of the Task Force were: Director Grier, CP, FRP, SHRM-CP; At Large Director Richard Hahn, ACP; Area 2 Director Angela A. Oberle, ACP; former Affiliated Associations Director Jane D. McKinnon, CP; and Affiliated Associations Secretary Bridget M. Stuhr, ACP. Melissa J. Hamilton, ACP, NALA President and Vanessa Finley, MBA, CAE, NALA Chief Executive Officer also participated in meetings and discussions.

Director Grier, CP, FRP, SHRM-CP thanked all the associations who participated and responded to the Task Force's questions and surveys, then summarized the collaborative suggestions, while noting that not all recommendations would work for all associations, but are intended to be a guide to encourage discussions within each association. Suggestions for obtaining and maintaining distanced members, include but are not limited to:

- Define specific parameters of distance (“distance membership shall be limited to no [more/less] than ___ miles and ___ hours in travel...” or “anyone living outside Douglas County”);
- Encourage event price reciprocity (offering the same price to NALA members as offered to members of their home association) to discourage “association jumping;”
- Affiliated Associations are encouraged the use NALA’s “Go to Meeting” and “Go to Webinar” video conferencing platforms to conduct virtual meetings and events (be sure to coordinate availability with NALA headquarters prior to finalizing the event date);
- Consider offering joint attorney and paralegal CLE events, as an opportunity to inform attorneys of the association’s benefits to their paralegals and as an incentive to introduce the association to potential new paralegal members as well;
- NALA Affiliates with other Affiliated Associations in their geographical area may coordinate to host events and find host locations that may better accommodate members of both groups.

Director Grier, CP, FRP, SHRM-CP continued the program with the Affiliated Associations Award Presentations and asked Bridget M Stuhr, ACP, Affiliated Associations Secretary to assist with announcing the recipients of the 2021 NALA Affiliated Association Awards. Awards will be sent to the award recipients.

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 including, but not limited to assisting with and organizing CP study groups; working with bar associations on behalf of the legal assistants in the area; planning educational programs; developing pro bono or other community involvement programs; helping to revamp/update the affiliates website or brand; assisting with document retention and historical continuity, and brainstorming new ideas for the benefit of the affiliated association.

The following were recipients of the NALA Affiliate Awards for 2021:

1. Kelly M. Crowe, ACP - Alabama Association of Paralegals
2. Virginia F. Korcal, ACP - Maricopa County Association of Paralegals
3. LAPA’s School Liaison Committee - Los Angeles Paralegal Association
4. Lorena Hughes - Orange County Paralegal Association
5. Programs & Education and Membership Committees - San Diego Paralegal Association

6. Cassie D. Snyder, ACP - Central Florida Paralegal Association
7. Nicole L. French - Iowa Paralegal Association
8. Shirley J. Burgess - Western Kentucky Paralegals
9. Laurie S. Vik, ACP - Nebraska Paralegal Association
10. Sarah M. Robinson - Paralegal Association of New Jersey, Inc.
11. Olivia B. Curley - Greater New York Paralegal Association
12. Holly A. Radke - Western Dakota Association of Legal Assistants
13. Cassandra Oliver-Divens, ACP - Oklahoma Paralegal Association
14. Leslie G. Arnold, ACP - Tulsa Area Paralegal Association
15. Tasha C. Dillard, CP - South Carolina Upstate Paralegal Association
16. Karen Y. Yearwood, ACP - Smoky Mountain Paralegal Association
17. Melinda Killian - Tennessee Paralegal Association
18. Montye B. Holmes, ACP - Houston Paralegal Association
19. Kathy E. Kabala, ACP - Richmond Paralegal Association
20. Stephanie Barth, CP - Legal Assistants of Wyoming

Director Grier, CP, FRP, SHRM-CP introduced Melissa J. Hamilton, ACP, NALA President, to act as Chair for the election portion of the agenda. Director Grier, CP, FRP, SHRM-CP 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.

President Hamilton, ACP then presented Bridget M Stuhr, ACP, as candidate for Affiliated Associations Director. She then read the duties and responsibilities Affiliated Associations Director.

President Hamilton, ACP asked Ms. Stuhr, ACP if she wished to make a statement to the membership and asked if there were any objections to the candidate for Affiliated Associations Director. Being none, President Hamilton, ACP, as Chair, declared Bridget M. Stuhr, ACP as Affiliated Associations Director for the 2021-2022 year.

President Hamilton, ACP then presented Sharon D. Jones, ACP, of Sugar Land, Texas, as candidate for Affiliated Associations Secretary. She then read the duties and responsibilities of the Affiliated Associations Secretary.

President Hamilton, ACP asked Ms. Jones, ACP, if she wished to make a statement to the membership. She did and gave her statement to the membership. President Hamilton, ACP then asked if there were any objections to the candidate for Affiliated Associations Secretary. Being none, President Hamilton, ACP, as Chair, then declared Sharon D. Jones, ACP, as Affiliated Associations Secretary for the 2021-2022 year.

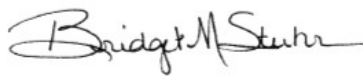
Director Grier, CP, FRP, SHRM-CP thanked Melissa J. Hamilton, ACP, NALA President for serving as Parliamentarian and election Chair for the meeting. Director Grier, CP, FRP, SHRM-CP then asked if there were any further items for discussion. There were none. Director Grier, CP, FRP, SHRM-CP then declared the Affiliated Associations Annual Meeting closed. The business portion of the Affiliated Associations Annual Meeting was adjourned at 1:43 p.m.

The meeting was followed by the Affiliates Exchange Presentation given by the Houston Paralegal Association with their presentation: “*Zoom Zoom: Using Technology to Host a Successful Virtual CP Exam Review.*”

The minutes shall also reflect that Director Grier, CP, FRP, SHRM-CP appointed the following Affiliated Associations NALA Liaisons to a committee to review and approve the minutes of the 2021 NALA Affiliated Associations Annual Meeting.

Gloria Torres, ACP – San Francisco Paralegal Association
Jessica McArdle, CP – Nebraska Paralegal Association
Kaye Hare, ACP – North Carolina Paralegal Association

Respectfully submitted,

A handwritten signature in black ink that reads "Bridget M. Stuhr". The signature is written in a cursive, flowing style.

Bridget M Stuhr, ACP
2020-2021 NALA Affiliated Associations Secretary