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**NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.**

**MINUTES OF THE 46th ANNUAL MEETING OF THE MEMBERSHIP  
July 22, 2021**

**TIME AND PLACE OF MEETING**

The 46<sup>th</sup> Annual Meeting of the Membership of the National Association of Legal Assistants, Inc. (NALA) was held virtually on Thursday, July 22, 2021.

President Melissa J. Hamilton, ACP, called the meeting to order at 12:45 pm. President Hamilton, ACP, presided over the meeting with Secretary, Cheryl J. Nodarse, ACP, present to take the minutes.

**BOARD MEMBERS**

President Hamilton, ACP, introduced the 2020-2021 NALA Board of Directors:

***VOTING MEMBERS***

PRESIDENT	Melissa J. Hamilton, ACP
VICE PRESIDENT	Debra L. Overstreet, ACP
SECRETARY	Cheryl J. Nodarse, ACP
TREASURER	Michele T. Pfeiffer, ACP
AREA 1 DIRECTOR	Dana G. Welcker, ACP
AREA 2 DIRECTOR	Angela A. Oberle, ACP
AREA 3 DIRECTOR	Vicki L. Kasper, ACP
AT LARGE DIRECTOR	Debby J. Sawyer, ACP
AT LARGE DIRECTOR	Richard Hahn, ACP
AFFILIATED ASSOCIATIONS DIRECTOR	Peonca S. Grier, CP, FRP
CONTINUING EDUCATION COUNCIL CHAIR	Deborah M. Paul, CP
PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR	Melissa M. Klimpel, CP

***NON-VOTING MEMBERS***

CERTIFYING BOARD CHAIR	Kimberly A.S. Brown, ACP
CHIEF EXECUTIVE OFFICER	Vanessa Finley, MBA, CAE

President Hamilton, ACP, then welcomed the following NALA Past Presidents in attendance:

### **PAST NALA PRESIDENTS**

Amy J. Hill, ACP, 1996-1997  
Vicki J. Kunz, ACP, 2002-2004  
Karen Greer McGee, ACP, 2010-2012  
Kelly A. LaGrave, ACP, 2014-2016  
Cassandra Oliver Divens, ACP, 2016-2018  
Jill I. Francisco, ACP, 2018-2020

President Hamilton, ACP, then recognized the 2020-2021 NALA  
Committee Chairs and Members:

### **CERTIFYING BOARD**

Kimberly A.S. Brown, ACP, Chair  
Cathy L. Davis, ACP  
Jennifer M. Devine, ACP  
Donna W. Gilliland, ACP  
Kye Haymore, J.D.  
Amy S. Hodgson, ACP  
Jaye L. Koch, ACP  
Tracy A. Landry, ACP  
Nanci L. Lilja, ACP  
Christine K. Lillo, ACP  
Tracie L. Livesay, ACP  
Shannon Moran Simler, J.D.  
Carl Morrison, ACP  
Lisa M. Stone, ACP  
Torii Ransome Freeman (public member)

### **CONTINUING EDUCATION COUNCIL**

Deborah M. Paul, CP, Chair  
Lucinda Calhoun  
Michelle Caracci  
Melanie Hicks, ACP  
Eva Merrell, MBA, ACP  
Alicia Mitchell-Mercer, LPP, CSM, NCCP, SCCP, CP, ACP, RP  
Laura Reaves, CP  
Shannon Rezanina, ACP  
Jacki VanDyke, CP  
Deana Waters, ACP  
Caroline Wilkerson, ACP

**PROFESSIONAL DEVELOPMENT COMMITTEE**

Melissa M. Klimpel, ACP, Chair  
Kristine Custodio Suero, ACP  
Carla Dennis, CP (ex officio)  
Jennifer Finch, ACP, FRP  
Kaila Glaros, ACP  
Airolyn Loggins, ACP  
Barbara E. Mills, ACP  
Cindy Smeins, ACP

**DIVERSITY, EQUITY, AND INCLUSION COMMITTEE MEMBERS**

Peonca S. Grier, CP, FRP, Chair  
Adrienne D. Berry, CP  
Yolanda A. Garcia, CP  
Bobby T. Rimas

**ETHICS COMMITTEE CHAIR**

Korrine M. Morris, ACP

**AFFILIATED ASSOCIATIONS SECRETARY**

Bridget M. Stuhr, ACP

**NOMINATIONS COMMITTEE MEMBERS**

Jill I. Francisco, ACP, Co-Chair  
Nancy Jordahl, ACP, Co-Chair  
Kelly A. LaGrave, ACP  
Cheryl J. Nodarse, ACP  
Debra L. Overstreet, ACP

President Hamilton, ACP, extended special thanks to the Committees for their hard work and to furthering NALA's mission and goals.

President Hamilton, ACP, recognized charter members of NALA in attendance:

**CHARTER MEMBERS**

Ida Farhat, ACP

President Hamilton, ACP, recognized and expressed extreme gratitude to all NALA staff.

**NALA STAFF MEMBERS**

Vanessa Finley MBA, CAE, Chief Executive Officer of NALA  
Mariah Williams, Administrative Manager  
Paula Van Straten, Executive Assistant and Project Manager  
Melody Drew, Certification Coordinator  
Sabrina Smith, Certification Representative

Paul Watson, CPA, Controller  
Liz Guilfoyle, Education Specialist  
Janine Ross, Membership Coordinator  
Vanessa Williamson, Member Services Representative  
Stephanie Johnson, Member Services Representative  
Chelsea Nelson, Member Services Representative  
Leslie Metzger, Communication Specialist  
JessicaLynn Nazarian, Marketing Specialist

President Hamilton, ACP, declared a quorum was present.

### **PRESENTATION OF CHARITABLE CONTRIBUTION**

President Hamilton, ACP, stated that each year, as part of the NALA Conference & Expo, NALA highlights a local charity that is in close proximity to the location of the in-person conference but that, unfortunately, in 2020, there was no opportunity to select a local charity. President Hamilton, ACP, announced that NALA had chosen two national charities that had local groups in areas of conference attendees. The charities chosen were **Feeding America**, a nationwide network of food banks that deliver programs at the front line of hunger and lead the nation to engage in the fight against hunger; and **Legal Services Corporation**, whose significant part of work was to assist those facing legal challenges in traditionally under-served communities. President Hamilton, ACP, encouraged members to donate to one of the local groups associated with these national efforts.

### **ADOPTION OF THE RULES OF THE ANNUAL MEETING OF THE MEMBERSHIP**

President Hamilton, ACP, reported that the Rules of the Annual Meeting were posted on the NALA Conference App and on the NALA website for members to review. These rules were also posted on the attendee hub.

**IT WAS MOVED AND SECONDED that the Rules of the Annual Meeting as posted on the NALA website, the attendee hub, and in the conference app be adopted as distributed. There was no discussion and the motion carried.**

### **APPROVAL OF THE MINUTES OF THE 2020 ANNUAL MEETING OF THE MEMBERSHIP**

President Hamiton, ACP, reported that Adrienne Berry, CP, of Birmingham, Alabama, Susan Black of Huntington, West Virginia, and Kerry Blackburn of Oklahoma City, Oklahoma, were appointed to approve the Minutes of the 2020 Annual Meeting of the Membership. A copy of these minutes was provided to each member of the NALA Board of Directors.

## **APPOINTMENT OF COMMITTEE TO APPROVE MINUTES OF THE 2021 ANNUAL MEETING OF THE MEMBERSHIP**

President Hamilton, ACP, appointed a committee consisting of Kelley Pogulis, CP, of O'Fallon, Missouri; Laurie Vik, ACP, of Omaha, Nebraska; and K. Leigh Ray, ACP, of Fullerton, California, to approve the minutes of the 2021 Annual Meeting of the Membership.

## **TREASURER'S REPORT**

President Hamilton, ACP, introduced Treasurer Michele T. Pfeiffer, ACP, who presented a summary of NALA's 2020 financials and the 2019 audit.

## **ANNUAL REPORT OF THE BOARD OF DIRECTORS**

President Hamilton, ACP, introduced Secretary Cheryl J. Nodarse, ACP, who presented the annual report of the Board of Directors covering actions since the 2020 Annual Meeting of the Membership.

## **MEMBERSHIP REPORT**

President Hamilton, ACP, introduced Vice President Debra L. Overstreet, ACP, who reported on NALA's membership numbers for 2020.

## **CHIEF EXECUTIVE OFFICER REPORT**

President Hamilton, ACP, introduced NALA's Chief Executive Officer Vanessa Finley, MBA, CAE. Chief Executive Officer Finley, MBA, CAE, presented the CEO report including significant accomplishments since the 2020 Annual Meeting of the Membership.

## **PRESIDENT'S REPORT AND MESSAGE**

President Hamilton, ACP, gave her President's message.

## **2021 ELECTION RESULTS**

President Hamilton, ACP, announced the results of the 2021 elections:

### Board of Directors:

Vice President – Debra L. Overstreet, ACP

Secretary – Cheryl J. Nodarse, ACP

Treasurer – Peonca S. Grier, CP, FRP

At Large Director – Richard Hahn, ACP

At Large Director – Cassie D. Snyder, ACP

Bylaws Amendment:

Bylaw Amendment to add a new Article X – Diversity, Equity, & Inclusion – passed.

**APPRECIATION OF SERVICE GIFTS**

President Hamilton, ACP, reported that appreciation gifts and a note of sincere appreciation were mailed to NALA volunteers prior to the Annual Meeting of the Membership.

President Hamilton, ACP, introduced Vice President Overstreet, ACP, for special recognition to the following NALA Board of Directors who are rotating off the board:

Treasurer – Michele T. Pfeiffer, ACP  
At Large Director – Debby Sawyer, ACP  
Continuing Education Council Chair – Deborah M. Paul, CP  
Certifying Board Chair – Kimberly A.S. Brown, ACP

**OTHER SPECIAL RECOGNITION**

President Hamilton, ACP, gave a special thanks to all the conference digital exhibitors and encouraged attendees to visit the exhibitors on the Conference App. The following contributed to the success of the NALA virtual conference:

**Exhibitors**

- CSC
- Capitol Lien Records and Research Inc.
- Platinum Filings LLC
- Capitol Services
- Association of Certified E-Discovery Specialists (ACEDS)
- PROOF
- National University
- Juris Medicus, LLC
- RLI Insurance – Exhibitor and Sponsor

**Sponsors**

- EZ Doc
- eCourt

President Hamilton, ACP, also thanked the following NALA Affiliated Associations, who contributed to the NALA care packages that were sent to the early bird registrants:

- Alabama Association of Paralegals - Alabama
- Arizona Paralegal Association - Arizona
- Central Oklahoma Association of Legal Assistants - Oklahoma
- Houston Paralegal Association - Texas
- Kansas Association of Legal Assistants Paralegals - Kansas

- Las Vegas Valley Paralegal Association - Nevada
- Legal Assts/Paralegals of Southern West Virginia - West Virginia
- Los Angeles Paralegal Association - California
- Louisiana State Paralegal Association - Louisiana
- Metrolina Paralegal Association - North Carolina
- Mississippi Paralegal Association - Mississippi
- Montana Association of Legal Assistants\*Paralegals - Montana
- Nebraska Paralegal Association - Nebraska
- North Carolina Paralegal Association - North Carolina
- Oklahoma Paralegal Association - Oklahoma
- Orange County Paralegal Association - California
- Paralegal Association of New Jersey, Inc. - New Jersey
- Paralegal Division of the State Bar of Nevada - Nevada
- San Francisco Paralegal Association - California
- Sierra Nevada Association of Paralegals - Nevada
- St. Louis Paralegal Association - Missouri
- Tampa Bay Paralegal Association - Florida
- Virgin Islands Association of Legal Assistants – Virgin Islands

## **AWARDS**

### **2021 NALA STUDENT OF THE YEAR AWARD**

President Hamilton, ACP, presented the 2021 Student of the Year Award to Sarah Duggan, Paralegal Studies student at Greenville Technical College, Greenville, South Carolina.

### **2021 PRESIDENT'S AWARD**

President Hamilton, ACP, introduced Continuing Education Council Chair Paul, CP, who presented the NALA President's Award to Jane McKinnon, CP, of Fairhope, Alabama.

### **2021 FOUNDERS AWARD**

President Hamilton, ACP, introduced Continuing Education Council member, Shannon Rezanina, ACP, who presented the NALA Founders Award to Mary Kubichek, J.D.

### **2021 NALA HALL OF FAME AWARD**

President Hamilton, ACP, announced the inaugural inductees in the NALA Hall of Fame:

- Janie M. Boswell, ACP
- Deborah Z. Elkins, ACP
- Dawnne L. Linenbrink, ACP
- Kathleen H. Miller, ACP
- Elizabeth H. Nellis, ACP

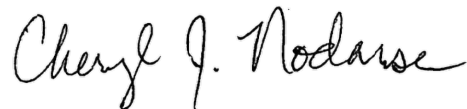
## **UPCOMING EVENTS**

President Hamilton, ACP, congratulated all award winners and invited all attendees to the Installation of Officers and Directors on Friday, July 23, 2021, at 4:15 pm, and the first meeting of the 2021-2022 NALA Board of Directors on Saturday, July 24, 2021, at 8:45 am.

**IT WAS MOVED AND SECONDED that the 46<sup>th</sup> Annual Membership Meeting be adjourned. There was no discussion and the motion carried.**

There being no further business, the 46<sup>th</sup> NALA Annual Membership Meeting was adjourned at 1:54 pm.

RESPECTFULLY SUBMITTED,

A handwritten signature in cursive script that reads "Cheryl J. Nodarse".

Cheryl J. Nodarse, ACP  
NALA Secretary