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NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.

**MINUTES OF THE 47th ANNUAL MEETING OF THE MEMBERSHIP
July 14, 2022**

TIME AND PLACE OF MEETING

The 47th Annual Meeting of the Membership of the National Association of Legal Assistants, Inc. (NALA) was held at the JW Marriot Desert Ridge Resort & Spa in Phoenix, Arizona on Thursday, July 14, 2022.

President Melissa J. Hamilton, ACP, called the meeting to order at 12:23 p.m. 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 2021-2022 NALA Board of Directors:

PRESIDENT	Melissa J. Hamilton, ACP
VICE PRESIDENT/PRESIDENT-ELECT	Debra L. Overstreet, ACP
SECRETARY	Cheryl J. Nodarse, ACP
TREASURER	Peonca S. Grier, CP
AREA 1 DIRECTOR	Dana G. Welcker, ACP
AREA 2 DIRECTOR	Angela A. Oberle, ACP
AREA 3 DIRECTOR	Vicki L. Kasper, ACP
AT LARGE DIRECTOR	Cassie D. Snyder, ACP
AFFILIATED ASSOCIATIONS DIRECTOR	Bridget M. Stuhr, ACP
CONTINUING EDUCATION COUNCIL CHAIR	Alicia Mitchell-Mercer, ACP
PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR	Melissa M. Klimpel, CP
CERTIFYING BOARD CHAIR	Lisa M. Stone, ACP
CHIEF EXECUTIVE OFFICER	Vanessa Finley, MBA, CAE

President Hamilton, ACP, then made the following introductions:

PAST NALA PRESIDENTS

Kelly A. LaGrave, ACP, 2014-2016
Cassandra Oliver Divens, ACP, 2016-2018
Jill I. Francisco, ACP, 2018-2020

CERTIFYING BOARD

CHAIR – Lisa M. Stone, ACP
Cathy L. Davis, ACP
Jennifer M. Devine, ACP
Donna W. Gilliland, ACP
Kye W. Haymore
Christine K. Lillo, ACP
Tracie L. Livesay, ACP
Tammy Manning Dickerson, CP
Shannon Moran Simler
Carl Morrison, ACP
Tom Pokladowski, JD
Torii Ransome Freeman, JD
Kimberly A.S. Brown, ACP
Nanci Lilja, ACP (former Chair)

CONTINUING EDUCATION COUNCIL

Chair – Alicia Mercer-Mitchell, ACP
Lucinda Calhoun
Eva Merrell, MBA, ACP
Laura Reaves, ACP
Shannon Rezanina, ACP
Deana Waters, ACP
Sheila Grela, ACP
Korinne Morris, ACP
Desire' Smith, CP
Deb Paul, ACP *ex officio*

PROFESSIONAL DEVELOPMENT COMMITTEE

Chair - Melissa M. Klimpel, ACP
Kristine Custodio Suero, ACP
Jennifer Finch, ACP
Kaila Glaros, ACP
Airolyn Loggins, ACP
Kelly Elder, ACP
Debby Sawyer, ACP

DIVERSITY, EQUITY, & INCLUSION COMMITTEE

Chair-Yolanda A. Garcia, CP
Adrienne D. Berry, ACP
Sarah Duggen, CP

ETHICS CHAIR

Caroline Wilkerson, ACP

AFFILIATED ASSOCIATIONS SECRETARY

Sharon D. Jones, ACP

NOMINATIONS COMMITTEE

Past President Jill I. Francisco, ACP

Cheryl Nodarse, ACP

Debbie Overstreet, ACP

Jane D. McKinnon, ACP

CHARTER MEMBERS

Ida Farhat, ACP

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

NALA STAFF MEMBERS

CEO - Vanessa E. Finley, MBA, CAE

Director of Operations - Mariah Williams

Director of Projects & Executive Support - Paula VanStraten

Controller - Paul Watson, CPA

Education Manager – Tracy Creamer

Certification Manager - Melody Drew

Manager of Member Engagement and Retention – Patrice Pratt

Communications Specialist – Leslie Gardner

And then our Membership Services Representatives, each with an area of focus:

Education – Sarah Jeffries

Certification - Sabrina Smith

Recertification – Chelsea Minyard

Office Administration – Cate Benge

Affiliated Associations – Bonita Harris

Membership - Vanessa Williamson

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

President Hamilton, ACP, declared a quorum was present.

PRESENTATION OF CHARITABLE CONTRIBUTION

President Hamilton, ACP, announced that, for the 2022 charity, NALA chose to the Phoenix Ukrainian American Community, with Oli Stokolosa, Director of Strategic Initiatives at Cactus and Tryzub, presenting information regarding the organization's efforts to aid the people of the Ukraine.

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.

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

PARLIAMENTARIAN

President Hamilton, ACP, appointed Melissa M. Klimpel, ACP, to serve as parliamentarian for the meeting.

APPROVAL OF MINUTES OF THE 2021 ANNUAL MEETING OF THE MEMBERSHIP

President Hamilton, ACP, reported that the following were appointed to approve the Minutes of the 2021 Annual Meeting of the Membership: Kelley Pogulis, CP, of O'Fallon, Missouri; Lauri Vik, ACP, of Omaha, Nebraska; and K. Leigh Ray, ACP, of Fullerton, California. A copy of these minutes was provided to the committee and to each member of the NALA Board of Directors.

APPOINTMENT OF COMMITTEE TO APPROVE MINUTES OF THE 2022 ANNUAL MEETING OF THE MEMBERSHIP

President Hamilton, ACP, appointed a committee consisting of the following to approve the Minutes of the 2022 Annual Meeting of the Membership: Abigail Dussault of Missoula, Montana; Zenda S. Heafner, CP, of Jackson, Mississippi; and Faidra T. Smith of Hilton Head Island, South Carolina.

TREASURER'S REPORT

President Hamilton, ACP, introduced Treasurer Peonca S. Grier, CP, who presented a summary of NALA's 2021 financials.

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.

MEMBERSHIP REPORT

President Hamilton, ACP, introduced Vice President Debra L. Overstreet, ACP, who reported on NALA's membership numbers for 2021.

CHIEF EXECUTIVE OFFICER REPORT

President Hamilton, ACP, introduced NALA's Chief Executive Officer Vanessa Finley, MBA, CAE, who reported on significant accomplishments since the 2021 Annual Meeting of the Membership.

PRESIDENT'S REPORT AND MESSAGE

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

2022 ELECTION RESULTS

President Hamilton, ACP, announced the results of the 2022 elections:

BOARD OF DIRECTORS:

Vice President – Cheryl J. Nodarse, ACP
Secretary – Peonca S. Grier, CP, FRP
Treasurer – Debby J. Sawyer, ACP
Area 1 Director – Dana G. Welcker, ACP
Area 2 Director – Angela A. Oberle, ACP
Area 3 Director – Vicki Kasper, ACP

RESULTS OF BYLAW AMENDMENT:

The membership approved the amendment to Article III Membership – 3.10 Voting by Individual Proxy, to reduce the time from 30 days to 5 days to fit the electronic voting window, and to add “or staff” to the language, allowing proxy designations to be received by the secretary or staff.

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/President-Elect Overstreet, ACP, for special recognition to the following NALA Board of Directors who are rotating off the board:

Continuing Education Council Chair – Alicia R. Mitchell-Mercer, ACP
Professional Development Chair – Melissa M. Klimpel, ACP

OTHER SPECIAL RECOGNITION

President Hamilton, ACP, gave a special thanks to all the conference exhibitors and encouraged attendees to visit the exhibitors in the expo hall and the Conference App.

The following were exhibitors for the 47 Annual Conference and Expo:

- ACEDS
- Capitol Lien
- Capitol Services
- CIA
- Cobblestone Software
- CoraLegal
- CSC
- Delaware Corporate Services, Inc.
- ECFX
- EDS Litigation
- Elite Discovery
- eNotaryLog
- Estrin Legal Staffing
- International Business Company Formation, Inc.
- IMS Consulting & Expert Services
- Naegeli Deposition & Trial
- National Association of Professional Process Servers
- National Document
- National University
- Platinum Filings
- QuikData
- Steno
- Synergy
- Unisearch, Inc.
- Walz

President Hamilton, ACP also thanked our sponsors:

- Gold Sponsors: Ciox and Proof
- Sponsors: Ciox, George Washington University, LexisNexis, Registered Agent Solutions, Inc. and Wolters Kluwer

AWARDS

2022 NALA STUDENT OF THE YEAR AWARD

President Hamilton, ACP, introduced Melissa M. Klimpel, ACP, Chair of the Student of the Year, Committee who announced Yenli Gaytan, Paralegal Studies student at Greenville Technical College, Greenville, South Carolina, as the recipient of the 2022 Student of the Year Award. President Hamilton, ACP presented the award to Ms. Gaytan.

2022 PRESIDENT'S AWARD

President Hamilton, ACP, introduced Secretary Nodarse, ACP, Chair of the President's Award Committee who announced Nancy Jordahl, ACP, FRP, of Orlando Florida, as the recipient of the 2022 President's Award. President Hamilton presented the Award to Ms. Jordahl, who gave an acceptance speech.

2022 FOUNDERS AWARD

President Hamilton, ACP, introduced Vice President/President Elect Overstreet, ACP, Chair of the Founders Award Committee, who announced Elizabeth Mann, of Greenville, South Carolina as the recipient of the 2022 Founders Award. President Hamilton, ACP presented the Award to Ms. Mann, who gave an acceptance speech.

2022 NALA HALL OF FAME AWARD

Vice President/President-Elect Overstreet, ACP, announced the inductees in the NALA Hall of Fame:

- Belinda Thomas, ACP (Retired)
- Annette R. Brown, ACP

PASSING OF THE GAVEL

President Hamilton, ACP, explained to the membership that at the Third Regular Meeting of the NALA Board of Directors in March, the Board unanimously elected Debra L. Overstreet, ACP as President-Elect of NALA. To celebrate, President Hamilton, ACP, presented President-Elect Overstreet, ACP with her gavel, which she will use to lead meetings of the NALA Board of Directors.

HAMILTON HONORARY LIFETIME MEMBERSHIP AND PRESIDENT'S MESSAGE

President Hamilton, ACP, explained to the membership that, in honor of her service, she would receive an honorary Lifetime Membership in NALA and that, in the interest of time, we would forgo the formal presentation and acceptance of the award. President Hamilton, ACP, then gave her final message to the NALA membership.

UPCOMING EVENTS

President Hamilton, ACP, invited all attendees to the Installation of Officers and Directors on Friday, July 15, 2022, at 5:30 pm, and the first meeting of the 2022-2023 NALA Board of Directors on Saturday, July 16, 2022, at 7:00 am.

IT WAS MOVED AND SECONDED that the 47th Annual Membership Meeting be adjourned. There was no discussion and the motion carried.

There being no further business, the 47th NALA Annual Membership Meeting was adjourned at 1:38 pm.

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink that reads "Cheryl J. Nodarse". The signature is written in a cursive style with a large, prominent initial "C".

Cheryl J. Nodarse, ACP NALA
Secretary