

**MINUTES**  
**NALA AFFILIATED ASSOCIATIONS**  
**ANNUAL MEETING**  
**Thursday, July 14, 2022**  
*JW Marriott Phoenix Desert Ridge Resort & Spa*  
*Phoenix, Arizona*

NALA Affiliated Associations Director Bridget M. Stuhr, ACP ("Director Stuhr"), called the Annual Meeting of the NALA Affiliated Associations to order at 1:59 p.m.

Director Stuhr welcomed everyone, in-person and virtually, for attending the 2022 Affiliated Associations Annual Meeting. She shared her excitement of NALA's hybrid platform and acknowledged thanks to NALA, the production team and all those working behind the scenes to make conference possible. She shared challenges and learning experiences from these last two (2) years during the pandemic. Director Stuhr announced that she would recognize affiliates with milestone anniversaries, honor NALA Affiliate Award recipients, then preside over a short business meeting electing the Affiliated Associations Director and Affiliated Associations Secretary for 2022-2023.

Director Stuhr introduced and extended thanks to Sharon D. Jones, ACP (served as 2021-2022 Affiliated Associations Secretary), Patrice Pratt, NALA Manager of Member Engagement and Retention, and Bonita "Bonnie" Harris, NALA Member Services Representative – Affiliated Associations (not in attendance but listened in virtually while holding down the fort at headquarters) (collectively the "AA Team"); Peonca S. Grier, CP, FRP, Treasurer and Past Affiliated Associations Director (served as Parliamentarian for the meeting); Melissa J. Hamilton, ACP, President ("President Hamilton"); Debra L. Overstreet, ACP, President-Elect; and Vanessa "Vinnie" Finley, MBA, CAE, NALA Chief Executive Officer ("CEO Finley").

Director Stuhr welcomed NALA's newest Affiliated Associations: Madisonville Community College Paralegal Student Association, Madisonville, Kentucky, and Houston Metropolitan Paralegal Association, Houston, Texas. Director Stuhr then recognized the affiliates who were celebrating milestone anniversaries this year.

**15 years**

- Central Oklahoma Association of Legal Assistants

**30 years**

- Louisiana State Paralegal Association
- Montana Association of Legal Assistants/Paralegals
- Western Kentucky Paralegals

**35 years**

- Maricopa County Association of Paralegals (AZ)
- Virginia Peninsula Paralegal Association

**40 years**

- Alabama Association of Paralegals, Inc.
- Capital Area Paralegal Association (TX)
- El Paso Paralegal Association
- Kansas Association of Legal Assistants/Paralegals
- Los Angeles Paralegal Association

Next, Director Stuhr 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 15<sup>th</sup>, the mid-year report is due on June 8<sup>th</sup>, and membership renewal fees are due annually on October 1<sup>st</sup>.

The following deadlines/guidelines 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's 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 mid-year 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 payment of dues 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	August 1	All
30-days before deadline	September 1	All
2 weeks before late fee applied	November 15	Late
2 weeks before suspension	December 15	Late

Director Stuhr also reminded members of the consequences instituted to encourage consistency with deadline compliance for submitting reports and annual fees on time. She shared that NALA does not want to penalize or suspend affiliates' membership; 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 Stuhr also stressed the importance of submitting membership rosters along with the annual and mid-year reports. She reminded Affiliated Associations of NALA's policy to provide reminder notices within plenty of time to affiliates. She further shared that all of NALA's Affiliate messaging will go out to both the associations' president and NALA Liaison to ensure the information is available to be shared to its members. She asked that associations be sure NALA has their correct contact information – email addresses, etc. – for their association's President and NALA Liaison.

Director Stuhr presented the Affiliated Associations State of the Union. She reiterated the tedious and burdensome process of submitting annual reports but shared that the AA Team had been brainstorming on developing an online submission process of the reports via NALA's website. As of date, the rollout date has not been set due to behind-the-scenes preliminaries such as updating some of the forms to accommodate online submission. The AA Team believes

submitting the reports online will be easier for the presidents and liaisons but will also help streamline the data entry of information into NALA's database, making it easier to access, analyze, and use information from the reports.

Director Stuhr shared that the associations' affiliation with NALA means the associations have a national resource and a nationwide network of information available to them. She stated, due to the pandemic, doors were opened that was never thought possible. The pandemic produced more virtual conversations with more associations than any former Affiliated Associations Team. Conversations included strategy sessions with affiliates struggling and on the verge of dismantling; associations curious about what NALA has to offer and what NALA can do to help them build and grow; discussions with associations who are interested in becoming an affiliate of NALA; and talks with individuals who are interested in starting a brand-new paralegal association in hopes of becoming affiliated with NALA. Director Stuhr further shared that, pre-COVID and without the virtual platforms, most of those conversations may not have allowed her and the AA Team to be more approachable and readily accessible for such opportunities. She hopes that doors opened through an unpredictable pandemic continue to allow such conversations.

Director Stuhr stated she and Peonca Grier, CP, FRP, Past Affiliated Associations Director, held the First Affiliated Associations Town Hall in March of 2021. Since then, six (6) Town Halls were held, with future quarterly Town Halls scheduled for the remainder of the year. Town Hall is primarily for association Presidents and NALA Liaisons but open to any member interested. It is a platform that has covered a variety of topics such as questions about NALA, relay of pertinent information to associations in a casual setting while engaging in and encouraging discussions with other Affiliated Associations around the country; discussions of how NALA Commons can be used to promote local events at the national level, ins and outs of various NALA awards, planning tips for conference, CLE requirements and how to request CLE approval, how to obtain and maintain student members, how affiliates are using and disbursing communications from NALA, and so much more. The AA Team is also working with Affiliated Associations to offer virtual affiliate exchange-type presentations that will occur periodically throughout the year. The first virtual exchange presentation is, tentatively, scheduled for August and will be posted to YouTube for future use and reference. In final wrap-up of the State of the Associations, Director Stuhr shared that the AA Team continues to plan for the year ahead, looking at ways NALA can help promote local affiliations more, and brainstorming ideas like geo-marketing – use of a search engine based on use of algorithms which will possibly display NALA ads that connect to local affiliates' websites.

Director Stuhr continued the program with the Affiliated Associations Award Presentations. NALA Affiliate Awards are presented yearly to Affiliate Associations Members or to committees of a NALA Affiliated Association in recognition of their contributions to the goals and programs of an affiliated association. Recipients are nominated by their respective affiliated association for contributions including, but not limited to, assisting with and organizing Certified Paralegal ("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.

Director Stuhr asked Affiliated Associations Secretary Sharon D. Jones, ACP ("Secretary Jones") to conduct the awards presentation. The following were recipients of the 2022 NALA Affiliate Awards:

1. Juliana Adams, ACP – Tulsa Area Paralegal Association
2. Susan D. Conger – Alabama Association of Paralegals, Inc.
3. Wendi L. Ellis, ACP – Oklahoma Paralegal Association
4. Regina Ferraro – Greater New York Paralegal Association
5. Jody A. Gaskins, ACP, VARP – Virginia Peninsula Paralegal Association
6. Zenda S. Heafner, CP – Mississippi Paralegal Association
7. Cynthia L. Houston, CP – Northeast Florida Paralegal Association Inc.
8. Houston Paralegal Association's CP Exam Review Course Committee
9. Los Angeles Paralegal Association's 2021 Litigation Section Committee
10. Melissa A. LeJeune – Southeast Texas Association of Paralegals
11. Makenzie Erin MacMillan – Central Oklahoma Association of Legal Assistants
12. Kathy Ann Marcum – Madisonville Community College Paralegal Student Association
13. Yolanda Martinez-Fuhrmann, CP – Central Florida Paralegal Association
14. Kelley B. Myers, ACP – Smoky Mountain Paralegal Association
15. Jennifer F. Salisbury, CP, MLS – Sierra Nevada Association of Paralegals
16. Jennifer D. Smith – Paralegal Association of New Jersey, Inc.
17. San Diego Paralegal Association Precedents Newsletter Committee
18. Kerry Schoonover – Orange County Paralegal Association
19. South Dakota Paralegal Association Education Committee
20. ReBecka V. Wohl, ACP – Western Dakota Association of Legal Assistants
21. Darla A. Yoder – Richmond Paralegal Association
22. Angel M. Younger, ACP – Nebraska Paralegal Association

Director Stuhr and President Hamilton congratulated and took photographs with award recipients. Awards will be sent to those recipients who were not in attendance.

Secretary Jones introduced Peonca S. Grier, CP, RFP, newly elected NALA Treasurer and Past Affiliated Associations Director ("Treasurer Grier"), to act as Chair for the election portion of the meeting. Treasurer Grier announced that neither candidate for the position of Affiliated Association Director or Affiliated Association 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.

Treasurer Grier presented Bridget M Stuhr, ACP, of Omaha, Nebraska, as the candidate for Affiliated Associations Director. She then read the duties and responsibilities of the Affiliated Associations Director. Treasurer Grier asked Ms. Stuhr if she wished to make a statement to the membership. She answered yes and gave her statement to the membership. Treasurer Grier asked if there were any objections to the candidate for Affiliated Associations Director. Being none, Treasurer Grier, as Chair, declared Bridget M. Stuhr, ACP, as Affiliated Associations Director for 2022-2023.

Treasurer Grier then presented Sharon D. Jones, ACP, of Sugar Land, Texas, as the candidate for Affiliated Associations Secretary. She then read the duties and responsibilities of the Affiliated Associations Secretary. Treasurer Grier asked Ms. Jones if she wished to make a statement to the membership. She answered yes and gave her statement to the membership. Treasurer Grier asked if there were any objections to the candidate for Affiliated Associations Secretary. Being none, Treasurer Grier, as Chair, declared Sharon D. Jones, ACP, as Affiliated Associations Secretary for 2022-2023.

Director Stuhr thanked Treasurer Grier for serving as Parliamentarian and Election Chair for the meeting. She then asked if there were any further items for discussion. Being that there were none, Director Stuhr asked CEO Finley to come forward to address Affiliated Associations Members. CEO Finley thanked all the Affiliated Associations for their commitment and dedication to both NALA and to their local associations.

Director Stuhr declared the 2022 Affiliated Associations Annual Meeting closed. The business portion of the meeting was adjourned at 2:58 p.m.

The meeting was then followed by the Affiliates Exchange Presentation given by the Arizona Paralegal Association with their presentation: "*Developing Student Members into Successful Paralegals.*"

Director Stuhr gave closing remarks, reminding affiliates to begin submitting proposals for the 2023 Affiliates Exchange Presentation in Boston, Massachusetts.

These minutes also reflect that Director Stuhr appointed the following Affiliated Associations' NALA Liaisons to a committee to review and approve the minutes of the 2022 NALA Affiliated Associations Annual Meeting.

Ashley Edmonds, CP – Sierra Nevada Association of Paralegals  
Claire E. Smith, ACP – Virginia Peninsula Paralegal Association  
ReBecka V. Wohl, ACP – Western Dakota Association of Legal Assistants

Respectfully submitted,



Sharon D. Jones, ACP

2021-2022 NALA Affiliated Associations Secretary