

# MINUTES

## 2023 NALA AFFILIATED ASSOCIATIONS ANNUAL MEETING

**Wednesday, July 12, 2023**  
**5:00 p.m. – 6:30 p.m. (EST)**  
*The Westin Copley Place*  
*Boston, Massachusetts*

NALA Membership Coordinator Cate Bengé ("Moderator Bengé") served as moderator of the annual meeting. She opened the meeting with the introduction of NALA Affiliated Associations Director Bridget M. Stuhr, ACP ("Director Stuhr"). Director Stuhr called the 2023 Annual Meeting of the NALA Affiliated Associations to order at 5:01 p.m. (EST).

Director Stuhr welcomed and thanked all attendees, in-person and virtually, for attending the 2023 Affiliated Associations Annual Meeting. She covered a few housekeeping items to help make the meeting move smoothly.

Director Stuhr introduced and extended thanks to the Affiliated Association Team ("AA Team"): Sharon D. Jones, ACP, Affiliated Associations Secretary (served 2021-2023), Cate Bengé, NALA Membership Services Coordinator, Patrice Pratt, Manager of Member Engagement & Retention, Mary Carwile, Membership Services Representative and Partner Relations (not in attendance but listened virtually while assisting with conference from headquarters). She also extended a special thanks to the 2022 Minutes Review Committee consisting of Claire E. Smith, ACP, from the Virginia Peninsula Paralegal Association, ReBecca V. Wohl, ACP, from the Western Dakota Association of Legal Assistants and Ashley Edmonds, CP, from the Sierra Nevada Association of Paralegals for volunteering to review and approve the minutes of the 2022 Affiliated Associations Annual Meeting. Director Stuhr continued with further introduction and extension of thanks to Peonca S. Grier, CP, FRP, NALA Secretary and past Affiliated Associations Director, who served as Parliamentarian for the annual meeting, Debra L. Overstreet, ACP, NALA President ("President Overstreet") and Vanessa "Vinnie" Finley, CAE, NALA Chief Executive Officer ("CEO Finley").

Director Stuhr acknowledged and welcomed first time conference attendees. She then recognized affiliated associations who were celebrating milestone anniversaries this year.

### **5 years**

- Arizona Paralegal Association
- Fremont College Paralegal Studies Association

### **10 years**

- Tampa Bay Paralegal Association

### **15 years**

- Lancaster Area Paralegal Association
- San Diego Paralegal Association

### **20 years**

- Inland Counties Association of Paralegals
- Las Vegas Valley Association of Paralegals
- San Antonio Paralegal Association

### **25 years**

- Iowa Paralegal Association
- Southwest Florida Association

### **30 years**

- Greater Memphis Paralegal Alliance, Inc.
- Texas Panhandle Paralegal Association
- Tyler Area Association of Legal Professionals
- Madison Area Paralegal Association

### **35 years**

- Central Illinois Paralegal Association
- Northeast Texas Association of Paralegals
- Oklahoma Paralegal Association

### **40 years**

- South Florida Paralegal Association
- Northwest Florida Paralegal Association
- Red River Valley Paralegal Association
- West Texas Paralegal Association
- Richmond Paralegal Association
- Virgin Islands Association of Legal Assistants

### **45 years**

- Paralegal Association of Northwest Ohio

Director Stuhr continued the meeting with announcements. She reminded affiliates of important deadlines. 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>. She shared that the new report format was released in January and thanked those that provided feedback and suggestions. She further shared that the new format would help NALA to better collect and analyze the information submitted. It also allows NALA to sort the information by category and track trends over time that will be evaluated and used by NALA to create local and national resources. More importantly, it will help the AA Team track local progress and recognize possible red flags that may rise.

Director Stuhr further shared additional new and exciting announcements regarding the affiliates' awards.

#### ➤ NALA Affiliated Associations Pinnacle Award

The Award Committee and the members of the NALA Board of Director revamped the Affiliated Associations National Achievement Award. The new nomination criteria remove some of the limiting language that deterred people from being nominated or that prevented a nominee from meeting all the criteria but continues to focus on the long-term impact the nominee has on the paralegal profession.

#### ➤ NALA Affiliated Associations Award

This is a brand-new affiliate award that will be given to an Affiliated Association based solely on the information and data collected from the annual and mid-year reports. There will be no nomination process for this award. This award allows a way to acknowledge all the great and amazing things affiliated associations are doing, regardless of size or location. The inaugural Affiliated Association of the Year Award will be given out at the 2024 NALA Conference in Louisville, Kentucky.

Director Stuhr proceeded to the election portion of the meeting. She thanked all the candidates for their enthusiasm to run for the Affiliated Associations Director and Secretary positions and their willingness to serve the Affiliated Associations. She spoke about the elections' process, sharing that the elections were conducted in accordance with NALA's Bylaws, whereas electronic ballots were circulated to the designated representative of each affiliated association. She thanked all the affiliated associations who submitted their ballots.

Director Stuhr described the criteria for each position and announced the results thereof as follows:

The candidate for Affiliated Associations Secretary must be a NALA active member in good standing and a member in good standing of an affiliated association during their term as Affiliated Association Secretary. The term of office is for one year.

Director Stuhr announced the Affiliated Associations Secretary for the 2023-2024 term elected is Richard "Rich" Hahn. Rich was asked to stand and be recognized as the newly elected 2023-2024 Affiliated Associations Secretary.

The candidate for office of Affiliated Association Director must be a NALA active member in good standing and a member in good standing of an affiliated association during their term as Affiliated Associations Director. The candidate must have successfully completed the CP exam and have maintained current CP status. The Affiliated Associations Director will also serve on NALA's Board of Directors during their term. The term of office is for one year.

Director Stuhr announced the Affiliated Associations Director for the 2023-2024 term elected is Sharon D. Jones, ACP. Sharon was asked to stand to be recognized as the newly elected 2023-2024 Affiliated Associations Director.

Both elected candidates shared a few words regarding being elected as the new Director and Secretary. Director Stuhr congratulated both elected officers for Affiliated Associations Secretary and Affiliated Associations Director. She asked that everyone join her after the annual meeting at the Affiliate Showcase in the Stratfordshire Ballroom to meet the newest members of the AA Team and to congratulate Rich and Sharon in their new roles.

Director Stuhr continued the meeting with the Affiliated Associations Awards presentations. The affiliates awards are presented yearly to Affiliated 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 announced in addition to the time change of the annual meeting, this portion of the meeting will be slightly different this year. Instead of the awardees coming up to get their awards and take photographs, the awardees were asked to come up and stand at the front of the stage as their names were called. She announced that after all awardees have been

acknowledged, a group photograph will be taken promptly. The new change to the presentation is that the distribution of the actual awards and individual photographs with Director Stuhr will take place just outside of the Affiliate Showcase in Stratfordshire Ballroom. She announced she would immediately meet awardees there upon the conclusion of the annual meeting. Director Stuhr asked if an awardee was not present that a member of their association come forward on their behalf.

Director Stuhr turned over the award presentations to Affiliated Associations Secretary Sharon D. Jones, ACP ("Secretary Jones") to announce awardees. The following were recipients of the 2023 NALA Affiliate Awards:

1. Carin England, ACP – Alabama Association of Paralegals, Inc.
2. Teresa Romero, ACP – Arizona Paralegal Association of Paralegals, Inc.
3. Deborah A. Kallas, ACP, FRP – Central Florida Paralegal Association
4. Marlena Mendez Higgins – Central Oklahoma Association of Legal Assistants
5. Shene Hawk – Charleston Association of Legal Assistants
6. Brenda Kehl – Iowa Paralegal Association
7. Amanda Flanagan – Legal Assistants of Wyoming
8. Norma Franco, MBA, CP, AZ CLDP - Maricopa County Association of Paralegals
9. Bridget Breithaupt, CP - Mississippi Paralegal Association
10. Andria Bell – Nebraska Paralegal Association
11. Allison Whittaker – Northeast Florida Paralegal Association
12. Professor Susan W. Harrell, J.D. – Northwest Florida Paralegal Association
13. Tammy Manning-Dickerson, MBA, CP – Orange County Paralegal Association
14. Jodee L. Buck, ACP, FCP, FRP – Paralegal Association of Florida, Inc.
15. Brooks Godwin – Richmond Paralegal Association
16. Christina Hough – San Diego Paralegal Association
17. Kate Harris, CP - Smoky Mountain Paralegal Association
18. Lorena Anderson – South Carolina Upstate Paralegal
19. Jessi Stucke, ACP - South Dakota Paralegal Association
20. Nita Gorman – Tennessee Paralegal Association

Director Stuhr congratulated awardees and reminded them to meet her at the Affiliate Showcase for individual photographs and to accept their awards. While Director Stuhr and the awardees were taking the group photograph, Secretary Jones requested the members of the Houston Paralegal Association ("HPA") come to the stage to set up and prepare for their presentation. Secretary Jones announced Director Stuhr will conclude the annual meeting after HPA's presentation.

Director Stuhr announced the elections, and the business portion of the annual meeting was concluded. She asked if there were any further items for discussions. There were none. She acknowledged Moderator Benge and CEO Finley for any questions submitted online or from the floor. Moderator Benge assisted CEO Finley as she answered questions submitted and/or asked from the floor. After all questions were answered, 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 gave closing remarks, reminding affiliates to begin submitting proposals for the 2023 Affiliates Exchange Presentation in Louisville, Kentucky. She took a moment to share a special word of thanks to all the NALA Affiliated Associations for a fantastic term as Affiliated Associations Director. She shared that she loved getting to know them and helping their associations be successful. She commended them for their efforts in supporting paralegals through leadership, education and community service and that she has no doubt the affiliated associations will continue to thrive. With that said, Director Stuhr declared the 2023 Affiliated Associations Annual Meeting closed.

The business portion of the meeting was adjourned at 5:58 p.m. (EST)

HPA members, Ruth S. Conley, ACP, Montye Holmes, ACP, TBLs-BCP, and Samantha Treadwell led the Affiliates Exchange presentation "*FOMO: Maintaining Your Association's Relevancy in an Ever-Changing Technology Driven Culture.*" Afterwards, the presenters answered questions from the floor and the online chat.

Director Stuhr thanked HPA for an informative presentation. She thanked Secretary Jones for conducting the awards portion of the meeting. She also thanked all the award winners and told them NALA's affiliated associations, and the legal profession is better because of their contributions. Further thanks were granted to Secretary Grier for acting as Parliamentarian for the annual meeting. She extended thanks to everyone for allowing her to serve another term as Affiliated Associations Director.

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 2023 NALA Affiliated Associations Annual Meeting.

Caroline Wilkerson, ACP – Central Florida Paralegal Association  
Ashley Miller, CP – Western Dakota Association of Legal Assistants  
Erin Tieslau, CP – Sierra Nevada Association of Paralegals

Adjourned: 6:27 p.m. (EST)

Respectfully submitted,



Sharon D. Jones, ACP  
2022-2023 NALA Affiliated Associations Secretary