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NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.

**MINUTES OF THE 48th ANNUAL MEETING OF THE MEMBERSHIP
July 12, 2023**

TIME AND PLACE OF MEETING

The 48th Annual Meeting of the Membership of the National Association of Legal Assistants, Inc. (NALA) was held at the Westin Copley Place in Boston, Massachusetts on Wednesday, July 12, 2023.

President Debra L. Overstreet, ACP, called the meeting to order at 1:14 p.m. President Overstreet, ACP, presided over the meeting with Secretary, Peonca S Grier, CP, present to take the minutes.

BOARD MEMBERS

President Overstreet, ACP, introduced the 2022-2023 NALA Board of Directors:

PRESIDENT	Debra L. Overstreet, ACP
VICE PRESIDENT	Cheryl J. Nodarse, ACP
SECRETARY	Peonca S. Grier, CP
TREASURER	Debby J. Sawyer, 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	Deana M. Waters, ACP
PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR	Kelly S. Elder, ACP
<u>NON-VOTING MEMBERS:</u>	
CERTIFYING BOARD CHAIR	Lisa M. Stone, ACP
CHIEF EXECUTIVE OFFICER	Vanessa Finley, MBA, CAE

President Overstreet, ACP, then made the following introductions:

SPECIAL GUEST:
DIVERSITY, EQUITY, AND
INCLUSION CHAIR:

Kristine Custodio Suero, ACP

PAST NALA PRESIDENTS

Kelly A. LaGrave, ACP, 2014-2016
Melissa J. Hamilton, ACP, 2020-2022
Cassandra Oliver Divens, ACP, 2016-2018
Jill I. Francisco, ACP, 2018-2020

CERTIFYING BOARD

CHAIR – Christine Lillo, ACP

Cathy Davis, ACP
Jennifer Devine, ACP
Cathy Davis, ACP
Kye Haymore, JD
Tracie Livesay, ACP
Tammy Manning Dickerson, CP
Shannon Moran Simler, JD
Thomas Pokladowski, JD
Torii Ransome Freeman, JD
Past Chair - Lisa M. Stone, ACP

CONTINUING EDUCATION COUNCIL

Chair – Deana M. Waters ACP
Eva Merrell, MBA, ACP
Jennifer Finch, ACP
Jeanne Johnson, ACP
Sheila Grela, ACP
Korinne Morris, ACP
Desire' Smith, CP
Jennifer Salisbury, CP
Lucinda Calhoun

PROFESSIONAL DEVELOPMENT COMMITTEE

Chair – Kelly S. Elder, ACP
Caroline Wilkerson, ACP
Kaila Glaros, ACP
Airolyn Loggins, ACP
Laura Reaves, CP
Dawnne Linenbrink, ACP
Past Chair - Melissa Klimpel, ACP

DIVERSITY, EQUITY, & INCLUSION COMMITTEE

Chair-Kristine Custodio Suero, ACP
Sarah Duggan, CP
Edward Diaz, ACP

ETHICS CHAIR

Adrienne D. Berry, ACP

AFFILIATED ASSOCIATIONS SECRETARY

Sharon D. Jones, ACP

NOMINATIONS COMMITTEE

Past President Melissa J. Hamilton, ACP
Cheryl J. Nodarse, ACP
Peonca S. Grier, CP
Vicki L. Kasper, ACP

CHARTER MEMBERS

Ida Farhat, ACP

President Overstreet, ACP, extended a special thank you to the Committees for their hard work and for furthering NALA's mission and goals.

NALA STAFF MEMBERS

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

President Overstreet, ACP, declared a quorum was present.

ADOPTION OF THE RULES OF THE 48th ANNUAL MEETING OF THE MEMBERSHIP

President Overstreet, 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 Overstreet, ACP, appointed Dana G. Welcker, ACP, to serve as parliamentarian for the meeting.

APPROVAL OF THE MINUTES OF THE 2022 ANNUAL MEETING OF THE MEMBERSHIP

President Overstreet, ACP, reported that the following were appointed 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. A copy of these minutes were provided to the committee and to each member of the NALA Board of Directors.

APPOINTMENT OF COMMITTEE TO APPROVE MINUTES OF THE 2023 ANNUAL MEETING OF THE MEMBERSHIP

President Overstreet, ACP, appointed a committee consisting of Annette Meece, CP, of Wichita, KS; Krystyl Jenkins, ACP, of Gilford, NH; and Mary Mayer, ACP, of Prescott Valley, AZ, to the committee to approve the minutes of the 48th Annual Membership Meeting.

TREASURER'S REPORT

President Overstreet, ACP, introduced Treasurer Debby J. Sawyer, ACP, who presented a summary of NALA's 2022 financials.

ANNUAL REPORT OF THE BOARD OF DIRECTORS

President Overstreet, ACP, introduced Secretary Peonca S. Grier, CP, who presented the annual report of the Board of Directors.

MEMBERSHIP REPORT

President Overstreet, ACP, introduced Vice President Cheryl J. Nodarse, ACP, who reported on NALA's membership numbers for 2022.

CHIEF EXECUTIVE OFFICER REPORT

President Overstreet, ACP, introduced NALA's Chief Executive Officer Vanessa Finley, MBA, CAE. Chief Executive Officer Finley, MBA, CAE, presented a report on significant accomplishments since the 2022 Annual Meeting of the Membership.

PRESIDENT'S REPORT AND MESSAGE

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

2022 ELECTION RESULTS

President Overstreet, ACP, announced the results of the 2023 elections:

Board of Directors:

Vice President – Cheryl J. Nodarse, ACP
Secretary – Peonca S. Grier, CP, FRP
Treasurer – Debby J. Sawyer, ACP
At Large Director – Bridget M. Stuhr, ACP
At Large Director – Jeanne Elliott, ACP
Affiliated Associations Director – Sharon Jones, ACP

Results of Bylaw Amendment: The membership approved the following amendments:

Article III Membership – 3.21 Deleting the refund at the resignation of membership;
Article IV Directors – 4.3 Deleting the requirement that directors be actively employed as a legal assistant;
Article IV – 4.4 Including the Diversity, Equity, and Inclusion Chair as a voting member of the Board of Directors;
Article VI – 6.2(A) Deleting the requirement that officers be actively employed as a legal assistant;
Article XII – 12.1(C) – Changing the ability to pass amendments to the Board of Directors;
Article XII – 12.1(D) – Changing the publication of amendments from proposed amendments to adopted amendments;
Article XII – 12.1(D) Throughout the bylaws, changing the term from “legal assistant” to “paralegal/legal assistant.

APPRECIATION OF SERVICE GIFTS

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

At-Large Directors:
Rich Hahn, ACP, and
Cassie Snyder, ACP

Certifying Board Chair:
Lisa M. Stone, ACP

Certifying Board members:
Carl Morrison, ACP
Donna Gilliland, ACP

Kimberly Brown, ACP, and
Kye Haymore, JD

Continuing Education Council members:

Korinne Morris, ACP
Eva Merrell, ACP
Lucinda Calhoun

Professional Development Committee members:

Airolyn Loggins, ACP
Kaila Glaros, ACP

Ethics Chair:

Adrienne D. Berry, ACP

Diversity, Equity & Inclusion Committee members:

Sarah Duggan, CP
Edward Diaz, CP

OTHER SPECIAL RECOGNITION

President Overstreet, ACP, gave a special thanks to all the conference sponsors and encouraged attendees to visit the exhibitors on in the exhibit hall.

AWARDS

2023 NALA STUDENT OF THE YEAR AWARD

President Overstreet, ACP, introduced Professional Development Chair, Kelly S. Elder, ACP, who presented the 2023 Student of the Year Award to Maria Cover of Anaheim, CA

2023 PRESIDENT'S AWARD

President Overstreet, ACP, announced that the President's Award Committee, chaired by NALA Secretary, Grier, CP, received no qualified nominations this year and encouraged the membership to nominate someone for next year's award.

2023 FOUNDERS AWARD

President Overstreet, ACP, introduced Vice President Nodarse, ACP, who presented the NALA Founders Award to Melody Drew of Tulsa, Oklahoma.

2023 NALA HALL OF FAME AWARD

President Overstreet, ACP, introduced Vice President Nodarse, ACP, who announced the inductees in the NALA Hall of Fame:

- Nanci Lilja, ACP
Jaye Koch, ACP

UPCOMING EVENTS

President Overstreet, ACP, invited all attendees to the Installation of Officers and Directors on Thursday, July 13, 2022, at 6:30 pm, and the first meeting of the 2023-2024 NALA Board of Directors on Friday, July 14, 2022, at 7:00 am.

President Overstreet, ACP invited all to Louisville July 11th through 13th, 2024 to for the 49th Annual Conference & Expo in Louisville, KY at the Louisville Marriott Downtown.

IT WAS MOVED AND SECONDED that the 48th Annual Membership Meeting be adjourned. There was no discussion and the motion carried.

There being no further business, the 46th NALA Annual Membership Meeting was adjourned at 2:16 pm.

RESPECTFULLY SUBMITTED,

Peonca S. Grier

Peonca S. Grier, CP
NALA Secretary