NALS OF MICHIGAN

LEGAL BYTES

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www.nalsofmichigan.org

August 2019

TECHNOLOGY UPDATE

Inside this issue:

Technology Update Membership Campaign Award of Excellence Finalists Summer Social 2020 Annual Meeting Fall Membership Meeting National Happenings Chapter Happenings Court Observance Week Finance Committee-Summer Sale If you haven't already, you will want to check out the new NALS of Michigan website at:

https://www.nalsofmichigan.org/

A very special thank you to Fortz Legal for designing our new website. For more information on Fortz Legal, go to: <u>https://www.fortzlegal.com/</u>

NALS of Michigan New Members

Please welcome our new members:

- Megan De Young (NALS of West Michigan)
- Lois Umphrey (NALS of Greater Kalamazoo)
- Stephanie Temple (NALS of Lansing)
- Lindsey Jager (NALS of West Michigan)
- Stephanie Ensing (NALS of West Michigan)
- Jacquiline Blackwell (Member-at-Large)
- Natalie Hood (NALS of Greater Kalamazoo)
- Katrina Harden (NALS of Lansing)





NALS of Michigan Membership Campaign

NALS of Michigan rolled out a new membership campaign on August 1, 2019. Check out the video on our Facebook page, and review the attached campaign documents. For more information, please contact Heidi Hopper, PP, PLS (<u>hhopper@fosterswift.com</u>) or Cathy Zackery, CLP (<u>czackery@levine-levine.com</u>)

NALS of Michigan Board of Directors

Your 2019-2020 Board of Directors are hard at work. They had their June membership meeting via GoToMeeting. Attached to this newsletter is the summer 2019 report from President Sue Acklin, PP, PLS.

NALS of Michigan Summer Social

Join your NALS Pals at the NALS of Michigan Mix & Mingle Summer Social on August 17, 2019 for A Walking Wine Tour. See flyer attached for more information.



NALS of Michigan 2020 Annual Meeting

The NALS of Michigan's 59th Annual Meeting will be at the Bavarian Inn in Frankenmuth from April 16-18, 2020. If you are interested in volunteering your time and talents to help with the planning of this meeting, please contact co-chairs, Teresa Garber, PP, CLP (<u>tgarber@silvervanessen.com</u>) and Lynn Philp (<u>lphilp@wnj.com</u>).

NALS of Michigan Fall Membership Meeting

Save the date....the fall membership meeting will be held on Saturday, October 19, 2019 in Lansing. Following the CLE presentation and membership meeting will be a social event. Stay tuned for more details.



NALS Award of Excellence



The NALS Award of Excellence is presented annually to recognize outstanding achievement in association leadership and professional development. It is the top honor a member can receive from NALS. This award began in 1957 as the Legal Secretary of the Year. The name was changed in 1994 to better reflect the membership of NALS and to be more inclusive of those being honored.

This award is presented at the National Conference each year. The three finalists for this year's award are:

Teresa Garber, PP, CLP (NALS of West Michigan) Lisa Cadungug, PP, PLS (NALS of Portland) Kathy Sieckman, PP, PLS-SC, ACP (NALS of Phoenix)

Congratulations Teresa Garber for being a finalist for this very prestigious award!

National Happenings

There are always a number of events happening at the national level. To see all of the events and to register, go to the Events Listing at: <u>https://www.nals.org/events/event_list.asp</u>

NALS 68th Annual Education & Networking Conference

September 25-28, 2019 Little Rock, Arkansas

To register for this conference, go to: https://www.nals.org/events/EventDetails.aspx?id=1168957&group=



Chapter Clinic 2019

The NALS Chapter Clinic is a face-to-face event to assist chapter leadership + volunteers with program creation, group collaboration, and communication clarity and strategy to move their chapter forward. This will be held on Tuesday, September 24, 2019 and Wednesday, September 25, 2019 during the national conference in Little Rock, Arkansas. For more information and to register for this clinic, go to:

https://www.nals.org/events/EventDetails.aspx?id=1193269&group=



NALS Under the Big Top

Step right up, step right up, everyone's a winner at NALS Under the Big Top hosted by the NALS Foundation! That's right, you can register now to attend the NALS Foundation Event at the NALS 68th Annual Education & Networking Conference in Little Rock, Arkansas! You don't want to miss this exciting and unique circus carnival atmosphere. Everyone is invited to attend, but only those who register in advance will be able to secure an excellent deal. For just \$50, you can enjoy unique NALS 90th Anniversary photo-booth opportunities, win exclusive NALS 90th Anniversary promotional items, enjoy game booths hosted by NALS members, chapters, states, and other groups, purchase tickets to win a one-of-a-kind NALS 90th Anniversary quilt handmade by Rita Ann Gilson (only available to event attendees, must be present to win), and gobble down delicious food and treats.

Carnival Booths at NALS Under the Big Top: Celebrating 90 Years!

Ladies and gentlemen, boys and girls, the NALS Foundation is looking for states, chapters, committees, or groups to host a carnival booth at NALS Under the Big Top: Celebrating 90 Years! We are seeking enthusiastic and creative people (and we know you are all creative in your own way) to create, design, and run a carnival booth at the event.

There may be limitations regarding the space and/or restrictions from the hotel, so when your group has their idea, please contact NALS Foundation Trustee Mimi Mangrum Jackson at <u>mimi@owattorneys.com</u> for approval. If you think that you are not creative enough to create and design a booth, you're wrong. There are several ready-made or easy-to-assemble ideas available for purchase at websites such as OrientalTrading.com, PartyCity.com, or Smile.Amazon.com. Bonus: if you shop through Amazon Smile, your purchases can benefit the NALS Foundation.

NALS Study Hall Live Series



The Study Hall Live Series begins on Tuesday, August 13, 2019 and runs through Thursday, September 19, 2019. These sessions are free to exam registrants, and only \$15.00 for Members and Non-Members who want to participate and earn CLE credit. To register for any of these sessions, go to the events page:

https://www.nals.org/events/event_list.asp?DGPCrSrt=&DGPCrPg=1

2019 Online Membership Meetings

The next Online Membership Meeting will be held on August 12, 2019 from 7:30-8:30 p.m. (CST). This is FREE to all members and you earn CLE as well! To register for this meeting, go to: <u>https://www.nals.org/events/EventDetails.aspx?id=1186340&group=</u>



Court Observance Week October 7-11, 2019

NALS of Greater Kalamazoo

You are invited to join NALS of Greater Kalamazoo on Wednesday, October 9, 2019 at noon for a tour of the new Kalamazoo Defender office. Attorney Zoe Hutchins (daughter of Kathleen Hutchins, PLS) will be giving the tour and a short presentation. Box lunches will also be available to purchase. For more information, please contact Tami Carl, CLP (carlt@millerjohnson.com)

Chapter Happenings

NALS of Greater Kalamazoo - Give Back Committee

The NALS of Greater Kalamazoo Give Back Committee is in full swing. In August they are hosting a school supply drive for Kalamazoo Public Schools-Communities in Schools. The supplies will be distributed to elementary, middle and high school students in the KPS district. Below is a wish list of items needed. To make a donation or for more information, contact Tami Carl, CLP (carlt@millerjohnson.com) or Paula Steffey, PP, CLP-SC, CWCP (westernmom40@gmail.com).

*Backpacks (middle school & high school) *Two-pocket folders *Pencils (#2 and mechanical) *Colored pencils *Poster board In September, NALS of Greater Kalamazoo y *Zipper binders/Trapper Keepers *Spiral-bound notebooks *Dry erase markers *Markers (washable)

In September, NALS of Greater Kalamazoo will have a team at the Bronson Children's Hospital Run & Walk to be held on Sunday, September 29, 2019. For more information about the event, go to:

http://events.bronsonfoundation.com/site/TR/RunampWalk/General?pg=entry&fr_id=1100

If you scroll down to Search Teams, you will find NALS of Greater Kalamazoo. You may donate or join our team!

NALS of Lansing - 4th Annual September Swing Golf Outing



Saturday, September 21, 2019, 12:00 p.m. at the Centennial Acres Golf Course in Sunfield, Michigan. To register for this fundraiser or for more information, see flyer attached.



President's Retreat

The chapter presidents, along with the NALS of Michigan president, met on August 3rd in Grand Rapids to exchange ideas on a variety of topics—from increasing membership, retaining members, fundraisers, CLE and everything in between.

Finance Committee

Benefit fundraising program

www.benefit-mobile.com

All you need to do is download the App (for I-phone or Android), select "NALS of Michigan" as the beneficiary, purchase a gift card and a portion of the proceeds goes to NALS of Michigan. You don't need to purchase gift cards just to give as gifts – you can purchase a gift card for yourself prior to going shopping or out to dinner. You'll be spending that same amount of money anyway so why not help our organization at the same time. A few examples are participating retailers are Applebees, Bath & Body Works, Bed Bath & Beyond, Best Buy, Burger King, K-Mart, Lowes, Old Navy, Panera, Petco, Starbucks, Target, Staples, Walmart, Home Depot, Whole Foods, Zappos and many more.

If you are not sure how to use this mobile App, go to the NALS of Michigan Facebook page and watch the video.

Logo Items for Sale

Does your chapter need gifts and/or prizes for upcoming events? Consider purchasing some NALS of Michigan logo items to give away. Prices have been reduced so these items won't last long.





List Pads 25¢ each	Greeting Cards \$2.00 per pack or \$5.00 for 3 packs (Perfect for sending to your NALS PALS)
Fidget Spinners \$2.00 each	Blue Tooth Speakers \$10.00 each
Mugs \$10.00 each	To order a logo item, please contact Lynn Philp at <u>lphilp@wnj.com</u> .

NALS of Michigan 2019-2020 Officers

Susan Acklin, PP, PLS, President Phone: 616-752-2241 <u>sacklin@wnj.com</u>

Cathy Zackery, CLP, Vice President of Membership & Marketing Phone: 269-382-0444 czackery@levine-levine.com

Maureen K. Jones, PP, PLS, ALP, Vice President of Certification & Education Phone: 231-775-1391 <u>maureen@wmplegal.com</u>

Sherri J. Bowden, PP, PLS, Executive Advisor Phone: 616-6081115 <u>sbowden@clarkhill.com</u> Jennifer Robinson, Treasurer Phone: 269-459-9500 jen@austin-koffron.com

Tami Carl, CLP, Executive Secretary Phone: 269-226-2966 carlt@millerjohnson.com

Rebecca Quimby, Parliamentarian Phone: 616-752-2342 <u>rquimby@wnj.com</u>



ACHIEVEMENT LIST Point Board $\dot{}$



Invite an attorney from a non-member firm to speak at your chapter	40 points
meeting	
Post upcoming chapter events on Facebook (locally and with the	20 points
state group pages)	
Provide a Membership Contact Form for possible members	10 points/contact
Provide a member benefit testimonial	10 points/testimonial
Return a completed Membership Satisfaction Questionnaire	20 points
Update member log-in on NALS of Michigan website	20 points
Update member information on NALS website	20 points
Send a card to a member via first class mail	10 points/card
Enlist a new member	50 points/new member
Bring a non-member to a membership meeting (local or state)	30 points/non-member
Bring a non-member to a continuing legal education (local or state)	30 points/non-member
Volunteer at State Bar of Michigan NEXT Conference, Novi	30 points/day
(September 25-27, 2019)	
Write an article for NALS of Michigan newsletter/LinkedIn account	50 points/article
Honor court observance: Freedom of Speech October 14-18	40 points
Attend membership meeting (local or state)	20 points/meeting
Attend continuing legal education (local or state) 20 pc	
Attend NALS 68 th Annual Education + Networking Conference,	50 points
Little Rock (September 26-28, 2019)	
Donate to Scholarship Fund	30 points/donation
Create a NALS business card	10 points
Attend a local legal bar association as a guest	30 points/visit
Send the Scholarship Application and Rules to a student going into	20 points/student
the legal field ¹	-
Be a NALS mentor	50 points
Give a membership presentation to an office in the legal community	75 points/presentation
that does not have members	•
Provide a member picture of a social event for posting on social	10 points/picture
media	
Provide a Member Talent Survey	15 points
Become a secondary member of another local or state association	10 points

 ¹ This is not an inclusive list. Other achievements will be added throughout the year.
 ¹ Scholarship Chair (state and local) will be exempt from participation in this point category. Sorry.



NALS of Michigan...Together Towards Tomorrow 2019-2020 Membership Campaign

- 1. This contest runs from August 1, 2019, through April 3, 2020.
- 2. Each member is on an adventure to discover what NALS has to offer. Although this is an individual campaign, it is designed for members to interact with one another.
- 3. Points are accumulated for certain membership achievements. You pick from the provided list of achievements. These points can be earned in any combination from the provided list. The total points a member can earn throughout the year is **limitless**.
- 4. Each member's progress in the campaign will be shown at the quarterly Board of Directors meetings, with the winning member(s) being announced prior to the 59th Annual Meeting in Frankenmuth, Bavarian Inn, April 17, 2020.
- 5. Members must report directly to me with a point total for each month and with an explanation of how the points were accrued (*i.e.*, copies of letters, membership certificates, copy of event program, etc.). I must have these reports by the 5th of every month.
- 6. Prizes: 1st prize: Full early bird registration to the 59th Annual Meeting or equivalent cash to use in any way you wish!*

2d prize: \$50 cash to member-use it any way you wish!

3d prize: \$25 cash to member-use it any way you wish!

7. The purpose of this contest is not only to promote our association, but to encourage members to take advantage of the opportunities presented by the association for their benefit. See you at the finish line! Good luck!

<u>For questions, contact</u>: Heidi S. Hopper, PP, PLS NALS of Michigan Membership Co-Chair <u>hhopper@fosterswift.com</u> 517.371.8205

*In case of a tie, names will be placed in a hat and the first place winner will be drawn and the other name will automatically be in second place.

Membership Contact Form

Your Name:		Date:
Your Phone:		
Your Email:		
Consider co contact nan		es (if a company, please provide a company
Name:		
Address:		
Phone:		
Email:		
Will you like	someone from the Membership commi	tee to invite this person to a meeting or event?
□Yes	□No	
•	someone from the Membership commit embership benefits to this individual/con	tee to provide a potential membership package, npany
□Yes	□No	

Membership Satisfaction Questionnaire

This survey is intended for use by NALS of Michigan. Completing this questionnaire will help determine member satisfaction. Please return your completed form to the Membership Chair. Please do not write your name on the form. All responses are confidential.

Do you feel welcome in NALS of Michigan? □Yes □No

If no, why not? _____

1)___ 2)___

How would you rate the level of NALS of Michigan's involvement in the following types of activities?					
	Excellent	Adequate	Insufficient	Not Aware	
Continuing Legal Education					
Certification					
Networking					
Fundraising					
Scholarship Awareness					
Community Services					
Community Services					

What are 3 action areas that are important to you?	(ex. education, professional development, community dev.)
1)	

3) How v					g those action ar		
	Excellent		Adequate		Insufficient	Not Aware	
•	-	-		-		crease satisfaction in t	
					al educational ev	e last year? 🔲 Yes	□ No
					neetings in the la		

Please indicate your involvement in the following: Currently Involved Would like to be involved Contact Me Continuing Legal Education	Did you participate in the 58 th NALS of Michigan Annual Meeting in Kalamazoo?				
Continuing Legal Education	Please indicate your involvemen	t in the following:			
Certification Image: Sector Secto		Currently Involved	Would like to be invo	olved Conta	act Me
Membership Image: Statistic statiste statistic statiste statistic statistic statiste statistic stati					
Networking Image: Constraint of the set is faction with your participation in activities and projects? How would you rate your level of satisfaction with your participation in activities and projects? Very Satisfied Image: Satisfied If dissatisfied, why? (check all that apply) Insufficient Knowledge Personality Conflicts Lack of quality projects Istak of support from other members Personal time conflicts Other					
Fundraising Image: Constraint of the set o	•				
Scholarship Awareness	-				
Very Satisfied Satisfied Dissatisfied If dissatisfied, why? (check all that apply) Insufficient Knowledge Personality Conflicts Lack of quality projects Lack of guality projects Lack of support from other members Personal time conflicts Other	-				
Insufficient Knowledge Personality Conflicts Lack of quality projects Lack of support from other members Personal time conflicts Other How would you rate the following aspects of our membership meetings? Excellent Adequate Insufficient Not Aware Amount of membership content Length of time Time for Networking Opportunities		-			
ExcellentAdequateInsufficientNot AwareAmount of membership content□□□Length of time□□□Time for Networking Opportunities□□□	 Insufficient Knowledge Personality Conflicts Lack of quality projects Lack of support from other me Personal time conflicts Other 	mbers			
Amount of membership contentIIILength of timeIIIITime for Networking OpportunitiesIIII	How would you rate the following				
Length of time I I I Time for Networking Opportunities I I I			•		
Time for Networking Opportunities	-				
	-				
Is there anything else you would like to see change or comment upon?	U III				
	Is there anything else you would	l like to see change or c	omment upon?		
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Membership Talent and Time Survey

Your Name:	Date:
Your Phone:	
Your Email:	

1. I have a passion for and experience in the following areas:

Banking	□ Decorating	□ Leading	□ Mentoring	Research
Health/Fitness	Sports	□ Music	🗆 Social Media	Writing articles
□ Gardening	Cooking	Video Games	DIY Projects	□ Painting
□ Story Telling	□ Fundraising		□ History	Travel
□ Technology	□ Marketing	Other:		

- 2. A subject/topic I would enjoy volunteering for is: _____
- 3. Check all areas that you feel would benefit with you as a team member/volunteer:

□ Membership: I am one with a strong desire to share the association with non-members in every possible situation and through all possible means.

□ Leadership: I have the ability to lead others in encouraging them towards professional and personal growth; I have the ability to set goals and motivate others toward accomplishing these goals.

□ Fundraising: I have the ability to give materials goods and financial resources with joy, so that the needs of the association are met.

Mentoring: I am one who is motivated by the desire to further the association by meeting genuine needs of another individual. I am able to offer words of comfort, courage, and counsel at times of need or crisis.

□ Education: I have the ability to research and teach legal education so there is understanding and application in how the law relates in real life.

□ Strategic: I have the unique ability to take responsibility for the long-term growth of the association.

- 4. What educational experience(s) do you have? Either in teaching or as a student?
- 5. What occupational or professional experience(s) do you have that might help other members?

- 6. In which volunteer organizations have you served, and in what capacity?
- 7. What would you like to share with the Board of Directors: ______
- 8. The following times work best for my schedule:

Mornings	□ Weekdays
Afternoons	□ Weekends
Evenings	□ Weekends
□ As needed	
One-time project(s)	
Short-term project(s)	
□ Year-long project(s)	



NALS OF MICHIGAN PRESIDENT SUMMER 2019 REPORT

Since being elected as your NALS of Michigan President at the Annual Meeting on April 27, 2019, I have completed the following tasks:

- Signed paperwork to be one of the signors for NALS of Michigan bank accounts.
- Received and reviewed the revised NALS of Michigan Bylaws and Standing Rules from 2018-2019 Parliamentarian Lynn Philp.
- Researched possible locations to hold Officers Retreat.
- Prepared 2019-2020 Officers Manual.
- Prepared for and attended Officers Retreat on May 18, 2019.
- Discussed with Board of Directors and Technology Chair updating the State website.
- Held discussions with President Liaison Committees: Annual Meeting 2020, Financial Review, Legal Professional of the Year, and State Bar Liaison, as well as Legal Education, Finance, Membership, State Publication, and Technology Committees.
- Communicated with NALS of Greater Kalamazoo regarding officer attendance at the September meeting.
- Reviewed status of corporate NALS of Michigan documents on DLEG in preparation for filing Certificate of Change of Registered Office and/or Change of Resident Agent.
- Prepared June Board Meeting Agendas.
- Corresponded with NALS regarding membership dues rebates.
- Sent messages regarding employment opportunities and items of interest to members through NALS messages.
- Created GoToMeeting requests for usage spreadsheet.
- Changed administrators on and posted to NALS of Michigan Facebook page.
- Responded to disciplinary request.
- Updated the 2019-2020 NALS of Michigan calendar.
- Attended Dolores Oliver's retirement party on behalf of NALS of Michigan.
- Mailed the 6-1-19 CLE flash drives to those who purchased them.
- Provided a letter of reference for an Award of Excellence nominee.

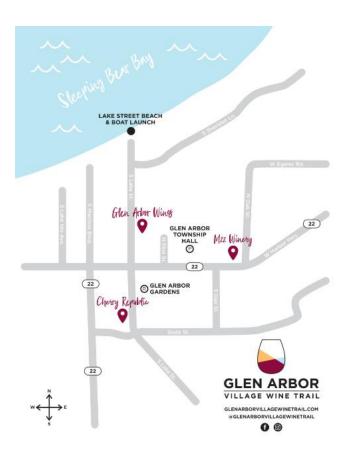
Respectfully submitted,

Sue Acklin, PP, PLS NALS of Michigan President

cc: Tami Carl, CLP, NALS of Michigan Executive Secretary Heidi Hopper, PP, PLS, NALS of Michigan Technology Chair



YOU'RE INVITED TO THE NALS OF MICHIGAN MIX & MINGLE SUMMER SOCIAL



Walking Wine Tours:

- We will kick off this wine social at <u>M 22 Tasting</u>: For \$7, you get 5 pours of wine and you get to keep your tasting glass.
- Second stop will be at <u>Glen Arbor</u> <u>Wines</u>: They have tasting for about \$7; you can buy a glass or a bottle.
- Third and final stop will be at <u>Cherry Republic</u>: Wine tasting, potential shopping in store and eating at the Public House, first 5 tastings are complimentary, then \$7 to access the reserves and get a wine glass. Soda pop is also available.
- Transportation and Lodging are on your own.
- Family and friends are welcome!

August 17, 2019 Tour starts at 12:00 p.m.

To reserve your spot please contact: Cathy A. Zackery (269) 599-6281 <u>Cathy.Zackery@gmail.com</u> **RSVP by 08/02/19**





Join NALS of Lansing for its 4th Annual September Swing Golf Outing. NALS of Lansing is a non-profit organization that has been serving the capital region for over 50 years by providing continuing legal education, certifications, networking, and training to those choosing the legal services industry as their career.

GOLFER REGISTRATION:

Format: 4 - Person Scramble, Shotgun Start

Price: \$60 per golfer \$240 foursome

Includes: ☆ 18 holes of golf with golf cart

☆ all-you-can-eat BBQ (includes tap beer)

☆ open driving range

 \bigstar on-the-course contests

Register online at https://www.eventregisterpro.com/event/nals or mail a check payable to NALS of

Lansing, c/o Jessica Bertolozzi, 313 S. Washington Sq., Lansing, MI 48933

SPONSORSHIP OPPORTUNITIES:

Cart Sponsorship: \$500

Large ad on each golf cart; the ultimate in visibility; includes foursome of golf; logo on website

Exclusive Scorecard Sponsorship: \$300

Your logo on every event scorecard; visible to all players; logo on website

Exclusive Scoreboard Sponsorship: \$300

Your logo on the official event scoreboard; highly visible; logo on website

Hole Sponsorship: \$100

8x24 printed sign in a deluxe holder visible at the tee off area; logo on website

Donations of items for prizes such as tickets to sporting or theater events, gift baskets, gift cards, etc., are appreciated.



Golfer Name(s)

