

The TRANSCRIPT

Tyler Area Association of Legal Professionals

August 2024 Newsletter



President's Message

GAYE BOYNTON, CP

Dear TAALP Members:

I am delighted to see the membership renewals as well as new members coming in for the 2024-2025 year! Please send in your membership renewal if you have not already done so. In a couple of weeks we will be removing members who have not renewed from our roster. We welcome any friends or co-workers you can refer as well. Our speaker list is already building with good quality material.

The School Supply Drive is well underway. Hannah Houch is working hard to gather donations and purchasing supplies to provide our local kids with a good start to their school year. That is right around the corner. Where did JULY go?? Hannah will be available at the upcoming meeting to collect donations.

Speaking of serving! **TAALP needs YOU.** We are building committees for volunteering in various capacities. Please consider serving as a chair person or committee member. I have reached out to a few of you already about areas we feel you would perhaps be interested in. I'll be sending out a list of opportunities soon. Be on the lookout for that email and let us know if you are interested. I encourage each of you to engage and participate actively with our organization.

Thank you to our vendors and sponsors who have graciously donated. I hope those we have not heard from will be in touch. We appreciate **Lexitas** for being our sponsor this month.

Our new board is ready to help and serve in any way needed. Planning for the year is in full swing. If you have any questions or concerns, please reach out to us. One thing I want to make you aware of is that we are working on scheduling a meet and greet lunch soon to give members a chance to learn more about who we are as well as for the board to learn what members are interested in. There is not enough time at our regular meetings to get to know each other. We want to change that. One of our goals is to strengthen relationships and influence others in a positive way.

I hope everyone is having a nice summer and getting some quality time with loved ones before school starts back. I am enjoying walking into Wal-Mart and seeing school supplies that I don't need to purchase. I did my time! We are living in various times of life. Each member has something unique to contribute. Let's get to know each other better.

Be sure to mark your calendar for next **Thursday, August 8 at Noon** for our monthly meeting at Jalapeno Tree.

I hope to see you all on Thursday.

Gaye

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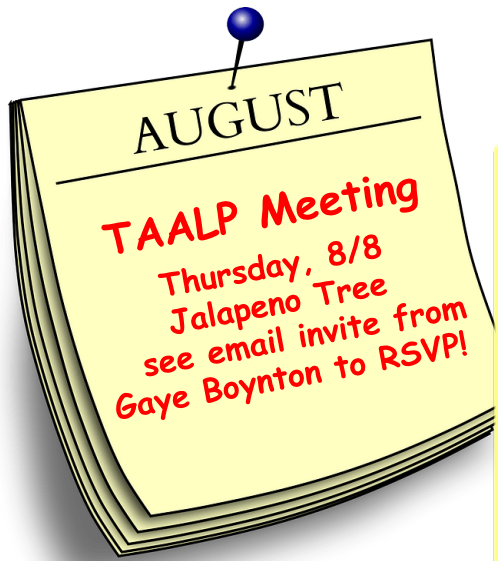
August Meeting

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NOTICES



Don't forget
to renew
TAALP
membership!



**TAALP can help
get your name out
to our members!**

For more information, send
email to Sarita Thompson:
sara@sinclairlawtyler.com

**Transcript Ad Rates
(Per Month):**

- Business Card – \$10.00
- Quarter Page – \$20.00
- Half Page – \$30.00
- Full Page – \$50.00

Monthly Lunch

*As of the February 2024 meeting,
the price of lunch is \$18.00.*

*This covers an hour of CLE and
a full meal. Feel free to bring your
own lunch with you should you
chose not to eat the provided meal.*

*When responding to your invite, please
note whether you will attend and
whether or not you will eat so an
accurate count can be gathered. If an
RSVP is made with a notation that
a meal will be paid for and you do
not attend the meeting, you are still
responsible for the cost of that meal.
Extenuating circumstances will be
taken under advisement.*

Thank you, and we look forward to seeing you at the next meeting!

MEETING MINUTES

**TYLER AREA ASSOCIATION LEGAL PROFESSIONALS
MINUTES OF July 30, 2024, BOARD MEETING
By: Gabby Jones, Recording Secretary**

The Executive Board met at Texas Music City Grill and Smokehouse on Tuesday, July 30th, for the monthly meeting. The following board members were present: Gaye Boynton President; Leatha Kopech, President-Elect; Katherine Johnson, 1st Vice President; Hannah Hauch, 2nd Vice President; Gabby Jones, Recording Secretary; Sarita Thompson, Corresponding Secretary; Tina Knighton, Treasurer; and Jo Ruth Hancock, Executive Advisor.

President – Gaye called the meeting to order at 12:13 p.m.

GAYE BOYNTON, President

Old Business:

- July meeting attendance: 33
- NALA – New Board Information has been updated
- Texas State Bar – Profile has been updated with new President information

New Business:

- August Sponsorship – Lexitas
- Annual school supply drive
- Salvation Army – Ring the Bell Project
- Clear Springs selected as location for October evening meeting
- Texas Paralegal Day celebration
- Joint Luncheon – date, speaker, and location
- Confirming Standing Rules are current on website (Amended 5.14.09)
- Committee appointment discussion

LEATHA KOPECH, President-Elect

- NALA – Be sure to renew your membership and our organization's membership.

KATHERINE JOHNSON, 1st Vice President

- 24-2024 Renewal Membership total to date 76 members and 1 vendor. In addition to the renewal going out in the newsletter, please send an email to the membership with the fillable pdf renewal form attached after the board meeting.
- Email Invite for August 8, 2024, membership meeting at noon (Deadline to RSVP Tuesday, August 6 at noon) - send email invite on July 31, 2024. Location: Jalapeno Tree, Menus will be sent prior to those attending. Orders will need to be returned to Gaye prior to the meeting. Gaye will send menus to the restaurant prior to the meeting so orders can be ready upon arrival. Send a reminder email no later than Monday, August 5th, at noon.

HANNAH HAUCH, 2nd Vice President

- August Speaker – Lily Cool – Topic: Discovery “How To”
- September Speaker – Cecilia Isenberg VA Attorney – Topic: TBD
- October Speaker – Tyler Friedson (not yet confirmed)
- Will send out reminder email to membership for School Supply Drive project

GABBY JONES, Recording Secretary

- Board Meeting Minutes for July Meeting

Gabby Jones moved that the Minutes of the July 2024, board meeting be approved, as reported in the Transcript. The motion was seconded by Katherine Johnson, and it carried with no opposition.

HANNAH HAUCH, (2023-2024), Recording Secretary

- June 2024 Election Meeting Minutes

Hannah Hauch moved that the Minutes of the June 2024, elections be approved, as reported in the Transcript. The motion was seconded by Leatha Kopech, and it carried with no opposition.

SARITA THOMPSON, Corresponding Secretary

- Publish the newsletter by Tuesday, August 6, 2024. The deadline to get your information to Sarita is Friday, August 2nd by 5:00 pm.

TINA KNIGHTON, Treasurer

- July 2024 Treasurer’s Report
- Reimbursement Procedure Review
- Reminder – Budget Meeting – August 14th

Tina moved that the Treasurer’s Report for July 2024 be filed for audit. The motion was seconded by Hannah Hauch, and it carried with no opposition.

JO RUTH HANCOCK, Executive Advisor

GAYE BOYNTON on behalf of CARRIE KING, Parliamentarian

- Discussion regarding updating website

Next Regular Meeting: August 8, 2024 – Jalapeño Tree

Next Board Meeting: September 4, 2024 – Texas Music City Grill

END TIME: 12:57 pm

Gabby Jones, Recording Secretary

Gaye Boynton, President

COMMUNITY SERVICE

SCHOOL SUPPLY DRIVE

TAALP is collecting monetary and school supply donations. The monthly membership meeting on August 10th is the last day TAALP can accept donations and school supplies. All of the school supplies will be going to the Salvation Army in Tyler. The school supplies will be staying in East Texas to help the kiddos that are in need in our local communities. The most needed supplies are the following:

Colored Pencils	Safety Scissors
Three-Ring Binders	Flash Cards
Spiral Notebooks	Rulers
Pocket Folders	Pens
No. 2 Pencils	Glue Sticks
Pencil Sharpeners	Markers

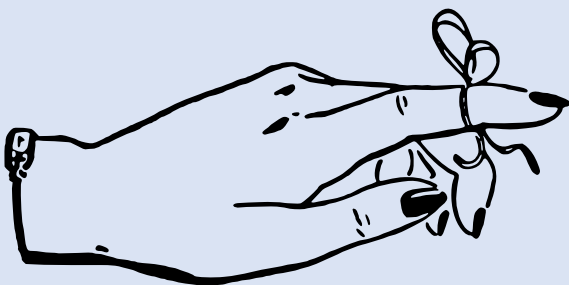
If you are not going to be able to make the meeting and want to donate, please let me know and we will make arrangements!

hannah_hauch@yahoo.com

MEMBERSHIP RENEWAL



Don't Forget
to Renew
Your Membership



*ALSO – send your renewal to the P.O. Box address on the application, to the **Attention of Tina Knighton**. Please do not send it to Lisa Betts' office address. ~ Thank you!*

TJC HAPPENINGS

Registration for Fall 2024 classes is underway, and classes will begin on August 26.



I hope you had a great summer and continue to enjoy what little of it we have left! Once August 1 rolls around, whether we're in education or an office, everyone's mind seems to almost automatically know "it's time to get back to work."

I have exciting news this month about National Paralegal Day. Different holiday calendars have mentioned a paralegal day, but there has never been an official national day. A declaration will be read into the Congressional record declaring August 6 as National Paralegal Day. Please share this exciting news with others in our legal community.

Great things are happening in the paralegal profession, and I am so honored to be part of it with you. Thank you, TAALP members, for helping educate our future legal professionals.

TJC is still registering for fall classes which begin on August 26. If you're thinking about taking a new class, brushing up on old skills, or learning about a new practice area, now is the time! Paralegal classes offered include:

- LGLA 1119 - Paralegal Ethics (Czapla)
- LGLA 1311 - Introduction to Law (Coplan)
- LGLA 1345 - Civil Litigation (Baskind)
- LGLA 1349 - Constitutional Law (Coplan)
- LGLA 1405 - Legal Writing (Coplan)
- LGLA 2313 - Criminal Law and Procedures (Sinclair)

If you have any questions or if I can help, please send me an email or call.

Patricia Coplan

903.510.2498

patricia.coplan@tjc.edu

Coordinator/Professor

Paralegal Legal and Public Services

School of Professional and Technical Programs

EMPLOYMENT

AUGUST 2024

Contact: Lisa Betts

TAALP Job Bank Coordinator

Position	Practice Areas/Job Description	Location
1. Paralegal	Seeking a Litigation Legal Assistant/Paralegal in Tyler. This position will primarily assist one of our attorneys with their plaintiffs' personal injury litigation docket. Responsibilities include assisting with discovery, court filings, document preparation, and other customary litigation responsibilities. Prior litigation experience is preferred, particularly experience with personal injury litigation. The firm offers competitive benefits, including fully paid health insurance for the employee, life insurance, PTO/vacation time, and 401(k) contributions. Our law firm has recently been voted as a "Best Place to Work" in Tyler and Longview. Pay will be commensurate with experience.	Tyler
2. Legal Assistant	<p>Position: Legal Assistant</p> <p>Pay Range: \$45,000-\$65,000/year commensurate with experience</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Draft and file legal documents, including pleadings, motions, discovery requests, and correspondence. • Coordinate and schedule meetings, depositions, hearings, and court appearances for attorneys and clients. • Order and review medical records, bills, and other relevant documents for accuracy and relevance to the case. • Assist with the preparation of settlement demands, negotiation strategies, and mediation proceedings. • Prefer minimum of two years of working as a legal assistant. • Experience in personal injury a plus. • Experience with Filevine a plus. <p>We offer a competitive salary based on experience as well as health insurance, 401k, and bonuses. We are a small, close-knit office with two attorneys, looking for a long-term fit with our amazing staff! Lots of free snacks included!</p>	Tyler
3. Case Manager/Paralegal	100% remote position. The Case Manager/Paralegal will aide our experts in overseeing daily case work to ensure everything is	Tyler

	<p>completed on schedule. Qualified candidates must be able to handle the following duties: maintaining accurate up-to-date case information throughout the client's case until settlement; overseeing deadlines and calendaring; deposition, trial and hearing arrangements; communicating case details with our expert team; speaking with clients and attorneys and ensuring high satisfaction/responsiveness.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • Must have case management or paralegal experience. • Excellent organizational, communication, and time-management skills. • Ability to work under pressure and meet deadlines while maintaining attention to detail. • Must be knowledgeable in Adobe, Excel and Word. • Must be able to multi-task. <p>What We Offer:</p> <ul style="list-style-type: none"> • Competitive salary and comprehensive benefits package • A dynamic work environment with a strong work-life balance. • A supportive team culture focused on achieving results and client satisfaction 	
4. Billing Coordinator/Adm in. Asst.	<p>A local defense firm is needing a billing coordinator/administrative assistant for a full-time position in their office. Pay is depending on experience. Health insurance is paid by the firm after 30 days. 401k and PTO available as well. Candidate does not necessarily need legal experience, but would be preferred. Some of the job duties would be:</p> <ul style="list-style-type: none"> • Learn the billing system for each carrier • Submit invoices • Back up the receptionist during lunch breaks and vacations • Assist Legal assistants in preparation of trial or depositions • Various office tasks <p>Provide support for the legal assistants</p>	Tyler
5. Legal Assistant	<p>Experience in Probate and Estate Planning would be preferable, but if we are open to interviewing those without that specific experience but are will to be trained. We have employer paid insurance for all employees, 401K with employer match of 3% and profit sharing.</p>	Tyler
6. LA/Paralegal	<p>Our firm is seeking an enthusiastic and multi-talented Legal Assistant/Paralegal to join our team. The ideal candidate for this position will have excellent written and verbal communication skills, including the ability to prepare legal documents. Prior legal experience is preferred, as the Legal Assistant/Paralegal is responsible for drafting documents and managing case files. Our</p>	Tyler

organization places value on personal integrity, work product, and achievements, and we are seeking candidates that can perform well under pressure.

Essential Duties and Responsibilities:

- Assist in the preparation of legal documents, including pleadings, motions, briefs, subpoenas, and correspondence.
- Assist attorneys in managing all aspects of the cases, including organizing case files, tracking deadlines, and maintaining the case calendar.
- Coordinate the discovery process, including drafting and responding to discovery requests, organizing documents, and preparing document productions.
- Assist attorneys in preparing for trials, hearings, organizing exhibits, preparing trial binders, and coordinating with witnesses and experts.
- Maintain electronic and physical case files, ensuring that all documents are properly organized, indexed, and easily accessible.

Education and Qualifications:

- 1+ year of experience working as a paralegal in a law firm or corporate legal department (Preferred).
- Experience with discovery requests and responses (Preferred).
- Proficiency in legal research, writing, and drafting legal documents.
- Excellent organizational skills and attention to detail.
- Strong working knowledge of Microsoft Word, Outlook and Excel.
- Ability to manage multiple tasks and prioritize workload effectively.
- Excellent communication and personal skills.
- Ability to work both independently and collaboratively in a team environment.
- Commitment to maintaining confidentiality and professionalism at all times.
- Paralegal certification or a degree in paralegal studies (Preferred).
- High school diploma or equivalent (Required).
- Associate's degree (Preferred).

Work Location: In-person

Job Type: Full-time

Schedule:

- Monday to Friday
- 8:00 a.m. – 5:00 p.m.

Benefits:

- IRA, with up to 3% matching
- Employer paid Health insurance
- Dental insurance
- Vision insurance
- Paid vacation
- Paid sick time

MEMBERSHIP

2023 – 2024 AND 2024-2025 TAALP Members (Renewal Period)

TAALP would like to thank all the following for your membership:

A

Allison, Dee Anna
Anderson, Glenda
Anderson, Katrina
Austin, Sara

B

Barron, Jennifer
Betts, Lisa
Blair, Erin E.
Blubonnet Process Service
Boynton, Gaye
Brooks, Bonnie
Brown, Lindsay
Buchanan, Ann

C

Carter, Kimberly
Cash, Lanell
Castaneda, Gianella
Cerrillo, Elizabeth
Clarkston, Paul
Clayton, Catherine
Collins Investigations
Connor, Sarah
Coplan, Patricia
Crawford, Melani
Crim, Nancy

D

Deposition Resources
Dillon, Candice
Discovery Records, Inc.
Donabo de Ford, Jessica
Dusek, Jackie

E

Earls, Kristen

F

Faught, Kristy
Forbey, Lauren
Foster, Ashley
Freeman, Tabitha

G

Gaddis, Cayce
Garvin, Victoria
Godwin, Carol
Greathouse, Racheal
Green, Cecilia J
Grissom, Janice

H

Hancock, Jo Ruth
Hannah Hauch
Harvey, Terri
Hemphill, Carla
Henry, Donna
Hesse, Wendy
Hurst, Jessica

J

Jackson, Laura
Januzi, Lynnette
Johnson, Katherine
Jones, Christine
Jones, Gabby

K

Kelly Litigation Support
Services

King, Carrie
King, Molly
Kirby, Cindy
Kirkland, Lawan
Knighton, Tina
Koch, Helen
Kopech, Leatha

L

Lexitas
Liska, Rhonda
Liston, Lisa
Locke, Angie
Luker, Kayla

M

Marshall, Tracy
Martinez, Marieliza
Martinez, Marilu
May, Tamara
Mosley, Sarah
Murphy, Julie

O

O'Quinn, Erin
Orellana, Victoria

P

Parker, Nancy
Parker, Sheila
Pehler, Rebecca
Penn, Ofelia
Pilcher, Laney
Ponder, Kimberlee
Puzzo, Danielle
Presley, Payton

R

Rakestraw, Macy
Ramirez, Gabriela
Rongel, Maria

S

Sanchez, Sherry
Sepmoree, Tina
Sherrill, Sharon
Shipp, Kelsey
Shirley, Racheal
Skeen, Barbara
Skinner, Peggy
Slayter, Linda
Sparks, Rhonda
Speerly, Amanda
Spencer, Ashley
Spencer, Renda

T

Taylor, Vickie
Tekell, Amanda
Thomas, Deborah
Thompson, Sarita
Torres, Maggie
Trevino, Jorge
Turchi, Brandi

V

Vallery, Jo
Vickers, Hailey

W

Wheeler, Connie
Wich, Jodi
Wilgus, Melissa
Williams, Brandi
Williams, Carlie
Wootton, Magen



PURPOSE & BENEFITS

THE PURPOSE OF TAALP IS –

- ★ To establish good fellowship among association members, national and state legal associations, and members of the legal community;
- ★ To encourage a high order of ethical and professional attainment;
- ★ To advance high standards of integrity and professionalism for legal professionals to the end that the public and the legal profession may be better served;
- ★ To further education among members of the legal profession;
- ★ To cooperate with state and local bar associations;
- ★ To further the interests of legal support staff and professionals through this Association; and
- ★ To support and carry out the programs, purposes, aims and goals of the National Association of Legal Assistants, Inc.

THE BENEFITS OF MEMBERSHIP IN TAALP INCLUDE –

- ★ CLE approved programs and seminars
- ★ Discounts to TAALP seminars
- ★ Access to the TAALP job bank
- ★ Subscription to monthly newsletter - *The Transcript*
- ★ Great network to other legal professionals

For August, we take a look at the second **PURPOSES OF TAALP**.

The Purpose of TAALP is to encourage a high order of ethical and professional attainment.

The members of TAALP are dedicated professionals involved in the performance of a myriad of functions and duties related to the legal profession. Legal ethics refers to the rules of professional responsibility in how we conduct ourselves in performing these functions and duties. Every action taken, every task engaged in, whether in person, virtually, by phone, e-filing, mail or email, text message, social media post, etc. is to be done with integrity and the highest of standards.

For those legal assistants that are certified through NALA or TXPD, legal ethics is a required course to include as part of their respective renewal processes. TAALP typically schedules at least one speaker for our monthly meetings each year to speak on the topic of legal ethics. The TAALP spring CLE event will often offer a legal ethics speaker as well.

Below are the canons of ethics for each of these prominent associations.

NATIONAL ASSOCIATION OF LEGAL ASSISTANTS

<https://nala.org/certification/nala-code-ethics-and-professional-responsibility/>

Canon 1 – A paralegal must not: (a) engage in, encourage, or contribute to any act which could constitute the unauthorized practice of law; (b) establish attorney-client relationships, set fees, give legal opinions or advice, or represent a client before a court or agency unless so authorized by that court or agency; and (c) engage in conduct or take any action which would assist or involve the attorney in a violation of professional ethics or give the appearance of professional impropriety.

Canon 2 – A paralegal must not perform any of the duties that attorneys only may perform or take any actions that attorneys may not take.

Canon 3 – A paralegal may perform any task which is properly delegated and supervised by an attorney, as long as the attorney is ultimately responsible to the client, maintains a direct relationship with the client, and assumes professional responsibility for the work product.

Canon 4 – A paralegal must use discretion and professional judgment commensurate with knowledge and experience but must not render independent legal judgment in place of an attorney. The services of an attorney are essential in the public interest whenever such legal judgment is required.

Canon 5 – A paralegal must disclose his or her status as a paralegal at the outset of any professional relationship with a client, attorney, a court or administrative agency or personnel thereof, or a member of the general public. A paralegal must act prudently in determining the extent to which a client may be assisted without the presence of an attorney.

Canon 6 – A paralegal must strive to maintain integrity and a high degree of competency through education and training with respect to professional responsibility, local rules and practice, and through continuing education in substantive areas of law to better assist the legal profession in fulfilling its duty to provide legal service.

Canon 7 – A paralegal must protect the confidences of a client and must not violate any rule or statute now in effect or hereafter enacted controlling the doctrine of privileged communications between a client and an attorney.

Canon 8 – A paralegal must disclose to his or her employer or prospective employer any pre-existing client or personal relationship that may conflict with the interests of the employer or prospective employer and/or their clients.

Canon 9 – A paralegal must do all other things incidental, necessary, or expedient for the attainment of the ethics and responsibilities as defined by statute or rule of court.

Canon 10 – A paralegal’s conduct is guided by bar associations’ codes of professional responsibility and rules of professional conduct.

STATE BAR OF TEXAS PARALEGAL DIVISION

<https://txpd.org/ethics-pages/professional-ethics-and-the-paralegal/>

Canon 1. A paralegal shall not engage in the practice of law as defined by statutes or court decisions, including but not limited to accepting cases or clients, setting fees, giving legal advice or appearing in a representative capacity in court or before an administrative or regulatory agency (unless otherwise authorized by statute, court or agency rules); the paralegal shall assist in preventing the unauthorized practice of law.

Canon 2. A paralegal shall not perform any of the duties that attorneys only may perform or do things which attorneys themselves may not do.

Canon 3. A paralegal shall exercise care in using independent professional judgment and in determining the extent to which a client may be assisted without the presence of any attorney, and shall not act in matters involving professional legal judgment.

Canon 4. A paralegal shall preserve and protect the confidences and secrets of a client.

Canon 5. A paralegal shall not solicit legal business on behalf of an attorney.

Canon 6. A paralegal shall not engage in performing paralegal functions other than under the direct supervision of an attorney, and shall not advertise or contract with members of the general public for the performance of paralegal functions.

Canon 7. A paralegal shall avoid, if at all possible, any interest or association which constitutes a conflict of interest pertaining to a client matter and shall inform the supervising attorney of the existence of any possible conflict.

Canon 8. A paralegal shall maintain a high standard of ethical conduct and shall contribute to the integrity of the paralegal profession.

Canon 9. A paralegal shall maintain a high degree of competency to better assist the legal profession in fulfilling its duty to provide quality legal services to the public.

Canon 10. A paralegal shall do all other things incidental, necessary or expedient to enhance professional responsibility and the participation of paralegals in the administration of justice and public service in cooperation with the legal profession.

COMMITTEES

2023 – 2024 TAALP Committee Volunteers

COMMITTEE <i>brief description of committee</i>	VOLUNTEERS	
MEMBERSHIP <i>review applications for membership or renewal, and to verify that they comply with criteria as defined in the Association Bylaws; maintain historical record of attendance at Association meetings</i>	Katherine Johnson, Chair Gaye Boynton Ashley Foster Tina Knighton Sarita Thompson Tabitha Freeman Brittany Johnson Gabby Jones Macy Rakestraw Ashley Sessions	
NEWSLETTER <i>publish and distribute the newsletter to all members of the Association</i>	Sarita Thompson, Chair Gianella Castaneda Ashley Foster Katherine Johnson Gabby Jones Ashley Sessions	
EMPLOYMENT <i>maintain a confidential listing of members seeking positions as well as maintain a listing of positions available in the legal profession and to assist the potential employers in finding responsible legal professionals from within the Association to fill said positions</i>	Lisa Betts, Chair Sarita Thompson Hannah Hauch Katherine Johnson Keri Rowland	
JOINT LUNCHEON <i>coordinate activities associated with the Annual Joint Luncheon sponsored by the Association in conjunction with other local legal organizations to honor area Judges</i>	Ann Buchanan, Chair Gaye Boynton Ashley Foster Sarita Thompson Katherine Johnson Rocio (Rosie) Garcia Brittany Johnson Brandi Turchi	
WAYS & MEANS <i>consider and propose income-producing projects to the Executive Board</i>	Katherine Johnson Sarita Thompson	
HANDBOOK <i>compile and maintain a book containing the membership roster, Bylaws, Code of Ethics Association, Standing Rules, and such other information as might be directed by the Executive Board</i>	Katherine Johnson Sarita Thompson Brittany Johnson	
NOMINATIONS <i>ensure that all steps and requirements are followed for nominations and elections for each elected office of the Association</i>	Hannah Hauch Katherine Johnson Sarita Thompson	
PROFESSIONAL ETHICS <i>promulgate, revise, and interpret the Code of Ethics and Professional Responsibilities of the Association</i>	Katherine Johnson Sarita Thompson Brittany Johnson Rebecca Pehler Keri Rowland	
LONG RANGE PLANNING / BYLAWS & STANDING RULES	Carrie King Madeline Overstreet	
LEGAL PROFESSIONAL OF THE YEAR	Gaye Boynton Rocio (Rosie) Garcia Hannah Hauch Brittany Johnson	

COMMITTEE <i>brief description of committee</i>	VOLUNTEERS	
<i>coordinate criteria and qualifications of the Legal Professional of the Year award, secure recommendations for recipients of the award from the membership, and obtain a volunteer selection committee</i>	Katherine Johnson Mallory Lewis Payton Presley Sarita Thompson	
PROFESSIONAL DEVELOPMENT & CLE <i>develop programs, seminars, and materials relating to continuing education for legal professionals, working closely with other committees and local Bar Associations</i>	Jo Ruth Hancock, Chair Lynnette Januzi Brittany Johnson Katherine Johnson Carrie King Tina Knighton Rebecca Pehler Sarita Thompson	
SCHOLARSHIP <i>solicit and receive applications for scholarship awards to be presented by the Association</i>	Katherine Johnson Elizabeth Cerrillo Sarita Thompson	
COMMUNITY SERVICES <i>coordinate service projects and aid recognized organizations</i>	Mitzi Beavers Rocio (Rosie) Garcia Elizabeth Cerrillo Carol Godwin Hannah Hauch Brittany Johnson	Katherine Johnson Victoria Orellana Keri Rowland Amanda Silberman Sarita Thompson Jodi Wich
LAW DAY <i>propose, coordinate, and carry out activities to promote Law Day in conjunction with other local legal organizations</i>	Mitzi Beavers Lindsay Brown Elizabeth Cerillo Kristy Faught Ashley Foster Katherine Johnson Keri Rowland	Victoria Orellana Sarita Thompson Brandi Turchi Hannah Hauch Candice Dillon Brittany Johnson Christine Jones Mallory Lewis
FINANCE <i>prepare proposed budget for the upcoming year</i>	Tina Knighton, Chair Katherine Johnson Sarita Thompson	
AUDIT <i>audit the financial records of the Association at the close of each fiscal year</i>	Carrie King, Chair Gaye Boynton Katherine Johnson Carrie King Sarita Thompson	
PROCEDURES MANUAL <i>compile and maintain a manual containing job descriptions, step-by-step responsibilities for each officer and committee chairman</i>	Katherine Johnson Sarita Thompson	
HISTORY	Katherine Johnson Sarita Thompson Brittany Johnson Carrie King Tracy Marshall	
MOCK TRIAL	Hellen Koch	
SUNSHINE	Leatha Kopeck, Chair	

SPONSORS/VENDORS



AUGUST BIRTHDAYS

Happy Birthday to our TAALP Members:

Linda Slayter 8/2
Melissa Wilgus 8/6
Maggie Torres 8/7
Ashley Foster 8/15
Rhonda Liska 8/21
Rachel Ferguson 8/23
Rocio (Rosie) Garcia 8/25
Stephenia Myrick 8/27
Magen Wootton 8/31



Be sure to wish these members a Happy Birthday if you see them at the TAALP lunch this month!

THANK YOU

TAALP
would like to extend a
BIG “THANK YOU”
to DAIRY QUEEN OF TYLER,
for donating the nice TREATS members
are finding in their birthday cards!!

**BE SURE TO FREQUENT YOUR
LOCAL DAIRY QUEEN!**

AUGUST MEETING

MEETING INFORMATION

DATE:	August 8, 2024, at 12:00 p.m.
LOCATION:	Jalapeño Tree 420 W SW Loop 323, Tyler, TX 75701
SPEAKER:	Lily Cool
TOPIC:	Discovery “How to”
COST:	\$18.00 (payment by debit/credit card will incur an additional \$0.75 processing fee)
REPLY DEADLINE:	Tuesday, August 6, 2024, by noon
MENU DEADLINE:	Wednesday, August 6, 2024, by noon to Gaye Boynton (NEW email address for Gaye F Boynton – rsfinley@msn.com)

Please send an email to **Gaye Boynton (rsfinley@msn.com)** only IF you are attending and please let them know if you are eating or not. Gaye Boynton will then send the limited menu to those that replied yes and that they were eating. **IF YOU HAVE ALREADY SENT AN EMAIL RSVP, YOU DO NOT NEED TO DO SO AGAIN.**

Hope to see you all there! Ask your coworkers/friends to come see what TAALP is all about!

- ✓ **Announcement - 2024-25 Membership Application is attached. Pass this along to anyone you know who might be interested in becoming a member before the renewal periods ends!**
- ✓ **Announcement – If you haven’t already, please consider donating to the Annual School Supply Drive! Please contact Hannah Hauch to arrange dropping off any school supplies and/or a monetary contributions if you are unable to make it the monthly membership meeting.**

Last Announcement – Have a great week! 🍀



TAALP EXECUTIVE BOARD OF DIRECTORS 2023-2024

PRESIDENT

GAYE FINLEY BOYNTON, CP
RITCHESON, LAUFFER & VINCENT, P.C.
821 ESE Loop 323, Ste. 530
Tyler, Texas 75701
(903) 535-2900
rsfinley@msn.com

PRESIDENT-ELECT

LEATHA KOPECH, PP, PLS
J. SCOTT KILLOUGH, PC
4660 Kinsey Drive
Tyler, Texas 75703
(903) 561-8280
llkopech@gmail.com

FIRST VICE PRESIDENT

KATHERINE JOHNSON
SINCLAIR LAW TYLER, PC
400 S. Broadway Avenue
Tyler, Texas 75702
(903) 533-1005
katherine@sinclairlawtyler.com

SECOND VICE PRESIDENT

HANNAH HAUCH
MACKENZIE LIFE CARE PLANNING
110 N College Ave #1118
Tyler, Texas 75702
(903) 521-2820
hannah_hauch@yahoo.com

TREASURER

TINA KNIGHTON, CP
COUNTY COURT AT LAW No. 3
SMITH COUNTY
200 East Ferguson, Suite 100
Tyler, Texas 75702
(903) 590-4611
tknighton@smith-county.com

RECORDING SECRETARY

GABBY JONES
LAW OFFICE OF JAMES
HUGGLER
100 E. Ferguson St., Suite 805
Tyler, Texas 75702
(903) 593-2400
gabby@hugglerlaw.com

CORRESPONDING SECRETARY

SARITA THOMPSON
SINCLAIR LAW TYLER, PC
400 S. Broadway Avenue
Tyler, Texas 75702
(903) 533-1005
sara@sinclairlawtyler.com

PARLIAMENTARIAN

CARRIE KING, CP, TBLS
FISH & RICHARDSON, PC
1717 Main Street, Suite 5000
Dallas, Texas 75201
(214) 760-6109
cking@fr.com

EXECUTIVE ADVISOR

JO RUTH HANCOCK, CP
The Barat Firm
100 E. Ferguson, Ste 1208
Tyler, Texas 75702
(903) 405-1200
Joruth.taalp@gmail.com



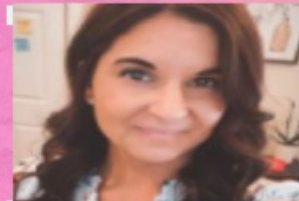
Gaye Finley Boynton
President



Letha Kopech
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Hannah Hauch
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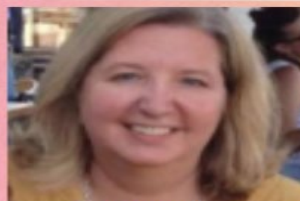
Tina Knighton
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Corresponding Secretary



Carrie King
Parliamentarian



Jo Ruth Hancock
Executive Advisor

UNDER CONSTRUCTION



New board of Directors photo coming soon!

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