



**TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS**

**AUGUST 2016 NEWSLETTER**

*President's Message*

*Ann Kuhn*

Dear TAALP Members:

I hope you all have enjoyed the summer and were able to take off for a vacation. It's almost time for school to start in a couple of weeks. Time flies... We are off to a great start with renewals and new memberships for the 2016-17 year! If you have not already submitted your membership renewal, please do so. You don't want to miss out on future newsletters and evites about upcoming meetings! Be sure to recruit all your co-workers and friends in the legal field to join us as well.

It is with regret that the Board has accepted the resignation of Leatha Kopech, President-Elect although it was a difficult decision for her to make. Her service on the Board has certainly been appreciated and we hope to continue to see her at the regular meetings.

If you haven't already volunteered to help on one or more committees this year, please take a look again at our committee list and find a place where you would like to serve! We are looking forward to an exciting year ahead and want you to be a part of it. Our Joint Luncheon is just around the corner. It will be held in October, but at this time, we do not have a confirmed date. However, if you would like to work on the committee for the Joint Luncheon, we would love to have your help! Let committee chair Sarah Connor ([sconnor@wilsonlawfirm.com](mailto:sconnor@wilsonlawfirm.com)) know your interest in helping with this upcoming event.

Join us for our monthly meeting **Thursday, August 11, 2016, at noon** at **The Potpourri House**, 3320 Troup Hwy, Ste. 300, Tyler, TX. **Kacie Czapl**a will be speaking to us on "Choice of Entity from a Tax Perspective." Lunch is \$12.00, which covers lunch, a beverage and 1 hour of CLE approved by NALA and TBLS. We want to say **THANK YOU** to **Deposition Resources** for sponsoring our meeting this month.

We are planning some exciting things this year! Currently we are planning an evening meeting/happy hour in November, location to be announced. On another note, if you are out and about during the day, please try to stay cool. Summer temperatures are soaring!

THANK YOU members, vendors and sponsors who make our professional organization what it is.

See you Thursday!

Ann

## NOTICES:

1. **TAALP Membership application** is attached to this newsletter.
2. **Accountability for Lunch RSVPs:** The Board is extremely pleased to see those of you who RSVP the membership meetings and eat with us. We have, however, had instances where a RSVP was made, and the party not attend. This causes the general membership to have to pick up the tab for that extra meal. The Board has discussed the issue and has voted, effective with the August, 2016 meeting, if a RSVP is made with a notation that a meal will be paid for and you do not attend the meeting, you will still be responsible for the cost of that meal. Those with extenuating circumstances will be taken under advisement. Thank you.



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

Just email me at:  
[helenk@brownbaumsmith.com](mailto:helenk@brownbaumsmith.com) for more information.

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

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

**Sunshine Notices:**

Do you know of some news about our members that should be shared with our members?

Please send any submissions to Cindy Kirby

at [cindy@sscfirm.com](mailto:cindy@sscfirm.com).

**❖ MARK YOUR CALENDARS ❖**

September 7, 2016

TAALP Board Meeting; Jack Ryans

September 15, 2016

TAALP Membership Meeting; TBD

The Executive Board of TAALP would like to thank all following new/renewing members:

**Ginny Burgess  
Lanell Cash  
Jennifer Cover  
Shana Cowart  
Melani Crawford  
Nancy Crim  
Depo Texas  
Deposition Resources  
Renee Dixon  
Marilyn Flowers  
Sara Hays**

**Carla Hemphill  
Carrie King  
Tamara May  
Mechele Morris  
Lesley Neel  
Professional Civil Process  
Renda Rowe  
Jan Seal  
Sharon Sherrill  
Suzanne Wimberley  
Alice Zillmer**

The Executive Board would also like to thank all of our awesome returning members, as follows:

<b>Assunto, Kimberly Avila, Iris Betts, Lisa Brooks, Bonnie Brownlow, Laura Buchanan, Ann Collins Investigations Connor, Sarah Deck, Mary Dillon, Candice Doffer, Teresa Evans, Karen S. Foster, Codi Gaddis, Chelsea Hall, Carrie Hancock, Jo Ruth Harvey, Terri</b>	<b>Hesse, Wendy Kirby, Cindy Kraft, Toni Lee Koch, Helen Kuhn, Ann Liska, Rhonda Lollar, Melinda Mayfield, Tammye McLen, Kerri Moylan, Carol A. Mullins, Shelly Robison, Rhonda Skeen, Barbara Sparks, Ronda Stewart, Clothilda Thedford, Kimberly Toon, Kristine</b>	<b>Unger, Jodi Wallace, Melissa Williams, Brandi</b>	
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## TAALP

### MINUTES OF August 3, 2016 BOARD MEETING

**By: Helen G. Koch, for Brandi Williams, Recording Secretary**

The Executive Board met at JACK RYAN'S on Wednesday, August 3, 2016, for the monthly meeting. The following board members were present: Ann Kuhn, President; Leatha Kopech, President Elect; Carrie King 2<sup>nd</sup> Vice President; Chelsea Gaddis, 1<sup>st</sup> Vice President; Helen Koch, Corresponding Secretary; and Suzanne Wimberley, Treasurer; Sarah Connor, Parliamentarian and Jo Ruth Hancock, Executive Advisor.

Ann Kuhn called the meeting to order at 12:07 p.m.

#### **ANN KUHN, President:**

Ann presented the calendar of upcoming events, and they were discussed by the board members.

#### **Old Business:**

- 2016-17 Final Membership Total 139 (Previous year 156)
- 2016-17 Renewal Membership total to date 59 (Previous year 79)
- 2016-17 Average attendance 28
- Obtaining a PA system for meetings was briefly discussed.

#### **New Business:**

- Board Meeting Locations – Jack Ryans
- What months should we move to evenings?
- Evening Social?
- Catherine Clayton will be uploading the new Board photo to the website.
- Outreach to get new members and membership renewals
- Joint Luncheon Committee - October (Date to be announced) (Sarah will be attending)

#### **LEATHA KOPECH, President-Elect:**

- Meeting location information and catering menus are to be reviewed by The Board. Boss of the Year applications were discussed. Further consideration pending.

#### **CHELSEA GADDIS, 1<sup>st</sup> Vice President:**

- Evite will be sent August 4, 2016 - Please send a reminder August 9, 2016 to everyone regardless of their RSVP

#### **CARRIE KING, 2<sup>nd</sup> Vice President:**

- August Speaker – Kacie Czapla - “Choice of Entity from a Tax Perspective”.
- September – Lee Correa to discuss Qualified Immunity
- October – US Magistrate K. Nicole Mitchell - topic TBA
- January – Shane Ferguson – US Probation

**BRANDI WILLIAMS, Recording Secretary: ABSENT**

- . Board Meeting Minutes

**HELEN KOCH, Corresponding Secretary:**

- . Publish the newsletter on Wednesday, August 10, 2016). Deadline to get your information to Helen is Friday August 5, 2016, by 5:00 pm.
- . August spotlight member: Shelly Mullins
- . September spotlight member: Renee Dixon

**SUZANNE WIMBERLEY, Treasurer:**

- . Bank Signature Card.
- . Budget meeting August 30, 2016 – location TBA
- . Audit

**JO RUTH HANCOCK, Executive Advisor**

- . Thank you

**SARAH CONNOR, Parliamentarian**

**Next Regular Meeting: August 11, 2016 - POTPOURRI HOUSE**

**Next Board Meeting: September 7, 2016 – JACK RYANS**

There being no further business, Ann adjourned the meeting at 12:48

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*ANN KUHN, President*

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*HELEN G. KOCH FOR*

*BRANDI WILLIAMS, Recording Secretary*



Dear TAALP Members,

Thank you so much for your generous display of appreciation by presenting me with such a beautiful etched glass recognition award and generous gift certificate to Karen Horton Spa, which I can't wait to use ☺!! It was a pleasure working with such awesome Executive Board Members these past two terms. Their support and leadership helped make my terms in office much easier. I cannot express to you how much your support has meant to me, while I endeavored to lead TAALP during my time in office as President. You, as members, make TAALP the fine organization that it is, and your continued support and commitment to TAALP is what will make TAALP even stronger and better and carry us forward into the future! You are the future of TAALP and are vital to our organization! Stay strong and grow!

Sincerely and with much love,



Jo Ruth Hancock

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FAX 903-526-6453  
mikecollins@sprintmail.com

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## CELEBRATING 20 YEARS!!!

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## CLE OPPORTUNITY

The Paralegal Division of the State Bar of Texas presents

### TAPS ON TRACK JOURNEY TO EXCELLENCE

SEPTEMBER 28 TO SEPTEMBER 30, 2016

*Wyndham San Antonio Riverwalk*

[Registration](#) is Open

**EARLY REGISTRATION DEADLINE: August 15, 2016**

*(\$35 late fee will be added for registrations beginning 8/16/2016)*

The Texas Advanced Paralegal Seminar (TAPS) will be held in San Antonio, Texas on September 28 - September 30, 2016.

TAPS is the largest CLE event marketed directly to Texas paralegals. TAPS offers up to 14 hours of advanced CLE in a variety of specialties, networking with paralegals from across the state and entertainment with nightly socials and a Friday luncheon. TAPS also features an Exhibit Hall with vendors exhibiting legal services targeted specifically to paralegals and attorney.

The full registration includes three days of CLE, speaker materials, socials and Friday luncheon. One day registrations are available which includes one full day of CLE and seminar materials. Paralegal Division members receive a discount on their registration. TAPS T-shirt is complimentary with registration. A TAPS app will be available in September for all attendees. This year's event is focusing on the Paralegal Division's 35th year and giving back to a local charity, the San Antonio Food Bank. You don't want to miss it!

Hope to see you all in San Antonio for **TAPS 2016 – TAPS on Track - Journey to Excellence!** More details at [www.txpd.org/taps](http://www.txpd.org/taps).

**All TAPS registration is required via online** available on the Division's website using a credit card, check, or money order (mo). If paying by check or money order, please note that a check/mo number is required before registration is accepted. In addition, if paying by check or money order, payment must be mailed and **received** within 10 days of registration (include a copy of the confirmation registration page with the check being submitted). **Note:** All checks and money orders mailed to: Paralegal Division, P. O. Box 19163, Amarillo, TX 79114.

**Registration Online [HERE](#).** (after August 15, there is a \$35 late fee)

**Hotel Reservations** - Wyndham San Antonio Riverwalk located at 111 E. Pecan, San Antonio, TX 78205. The reservation deadline is Friday, August 26, 2016. Hotel reservations must be booked and cancelled through the Wyndham San Antonio Riverwalk room rate is \$139.00 for single/double. All guest rooms are listed under Paralegal Division of the State Bar of Texas. To reserve a guest room, either [register online](#), or call 866-764-8536 and ask for the group rate for the Paralegal Division of the State Bar of Texas.

**Check out the TAPS Sponsors [HERE](#).**

The Paralegal Division will also provide two scholarships. [The TAPS Scholarship Application can be found here](#). The deadline to apply for the TAPS Scholarship is July 12, 2016.

### **Friday Luncheon Key Note Speaker**

**Michael G. Guerra**

**Chief Development Officer - San Antonio Food Bank**

**THE GIFT OF SERVING: How Service Lets Our Best Self Shine**

Michael Guerra is the Chief Development Officer at the San Antonio Food Bank in San Antonio, TX. In this executive leadership role, Guerra oversees more than \$130M in annual food sourcing and fundraising for the Food Bank's mission. He has direct oversight for the marketing, communications, volunteer management, fundraising, food sourcing, capital campaign, and Catalyst Catering, the organization's social enterprise business. Prior to joining the Food Bank in 2011, Guerra served many years as nonprofit and faith community leader in Austin, TX. Guerra also spent a decade as an adjunct instructor at St. Edward's University (Austin) and guest lecturer at the LBJ School of Public Affairs (University of Texas, Austin), teaching in the areas of social policy and nonprofit management.

# TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS



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## 2016-2017 APPLICATION FOR MEMBERSHIP AND/OR RENEWAL

\*\*\*Please see attached Membership Definitions for further details\*\*\*

**TYPE OF MEMBERSHIP (Check One):**

RENEWAL

NEW MEMBER

**CHECK HERE IF APPLICABLE:**

NAME/EMAIL/ADDRESS CHANGE

**MEMBERSHIP RATES (Check One):**

\$50.00 ACTIVE

\$40.00 ASSOCIATE

\$25.00 GOVERNMENT / COURTHOUSE

( ACTIVE/  ASSOCIATE)

\$25.00 STUDENT (ASSOCIATE)

SUSTAINING/VENDOR

NAME: \_\_\_\_\_

SPECIALTY AREA (if any): \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

POSITION: \_\_\_\_\_ HOW LONG: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY & ZIP CODE: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY & ZIP CODE: \_\_\_\_\_

HOME/CELL PHONE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

(Month/Day)

I PREFER TO RECEIVE MAIL AT:     HOME         WORK

LEGAL TRAINING: \_\_\_\_\_

PROFESSIONAL DESIGNATION(S): \_\_\_\_\_

(i.e., CLA, CP, CLAS, PLS, CPS, TBLS)

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT I MEET THE REQUIREMENTS FOR THE CATEGORY OF MEMBERSHIP FOR WHICH I AM APPLYING (see Bylaws). I AGREE TO BE BOUND BY THE BYLAWS AND CODE OF ETHICS AS ADOPTED BY THE TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS (TAALP).

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## COMMITTEES

THE REAL WORK OF THE ASSOCIATION IS PERFORMED THROUGH ITS COMMITTEES.

ON WHICH COMMITTEES WOULD YOU BE WILLING TO SERVE?

- |   |   |
|---|---|
| <input type="checkbox"/> MEMBERSHIP                                   | <input type="checkbox"/> SCHOLARSHIP        |
| <input type="checkbox"/> NEWSLETTER                                   | <input type="checkbox"/> COMMUNITY SERVICES |
| <input type="checkbox"/> EMPLOYMENT                                   | <input type="checkbox"/> LAW DAY            |
| <input type="checkbox"/> JOINT LUNCHEON                               | <input type="checkbox"/> FINANCE            |
| <input type="checkbox"/> WAYS & MEANS                                 | <input type="checkbox"/> AUDIT              |
| <input type="checkbox"/> HANDBOOK                                     | <input type="checkbox"/> PROCEDURES MANUAL  |
| <input type="checkbox"/> NOMINATIONS                                  | <input type="checkbox"/> HISTORY            |
| <input type="checkbox"/> PROFESSIONAL ETHICS                          |   |
| <input type="checkbox"/> LONG RANGE PLANNING/ BYLAWS & STANDING RULES |   |
| <input type="checkbox"/> LEGAL PROFESSIONAL OF THE YEAR               |   |
| <input type="checkbox"/> PROFESSIONAL DEVELOPMENT & CLE               |   |

**PLEASE MAIL YOUR APPLICATION WITH PAYMENT OF ANNUAL DUES TO:**

**(PLEASE MAKE YOUR CHECK PAYABLE TO TAALP)**

TAALP 1<sup>ST</sup> VICE PRESIDENT

P O 8613

TYLER TEXAS 75711

**\*\*The membership period runs from July 1, 2016 to June 30, 2017. \*\***

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## MEMBERSHIP

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Membership levels are as follows:

➤ **Active Membership**

- (1) Any individual who has been engaged as a legal secretary, law office administrator, legal assistant, stenographer, typist or clerk in any law office or any person employed in the Court, the trust department of banks or trust companies, or in any public or private institution or office directly engaged in work of a legal nature, including, the public offices of the US Government, states, cities, counties or municipalities for a period of more than 1 year;
- (2) Any individual who has successfully completed a curriculum or full course of studies from an ABA approved or institutionally accredited school or a curriculum or full course of studies specifically prescribed for training as a legal professional from a non-ABA approved non-institutionally accredited school; or
- (3) Any individual who has successfully completed the voluntary certification examination given by NALA, who shall prove that certification or certification renewal by providing documentation of the same to the membership committee and is entitled to the use of the designation “CLA” or “CP”; or
- (4) Any individual who has successfully completed the voluntary certification examination given by the Professional Legal Secretary Association who shall prove that certification or certification renewal by providing documentation of the same to the membership committee and is entitled to the use of the designation “PLS”; or
- (5) Any individual who has been a member in good standing of any organized legal professional association for a period of one (1) year or more.

➤ **Associate Membership**

- (1) Any educator, judge, attorney or a university or college student in good standing who has interest in the legal profession.
- (2) Any individual who has been engaged as a legal secretary, law office administrator, legal assistant, stenographer, typist or clerk in any law office or any person employed in the Court, the trust department of banks or trust companies, or in any public or private institution or office directly engaged in work of a legal nature, including, the public offices of the US Government, states, cities, counties or municipalities for a period of less than 1 year; or
- (3) Any individual who is employed in some type of legal capacity and who is interested in supporting the profession but who may not otherwise qualify at present as an active member or may elect to join as an Associate rather than an Active member.

➤ **Sustaining Membership**

Will be granted to any individual, firm or organization who has rendered some special or distinguished service to this Association and who is not a member of this Association or who subscribes to the goals of this Association and shares the common interest of promoting the legal professional and in addition contributes annually to the Association an amount equal to or in excess of the current annual active membership dues.





## AUGUST

Vicki L. Kay 1	Toni Lee Kraft 19
Lynn McGinnis 2	Rhonda Liska 21
Jocelyn Verdozco 2	Sunshine Barrett 24
Nancy Crim 3	Amanda Gable 25
Christine Hudson 4	Kristen Henon 28
Amber Penner 9	Beverly Becker 29
Krystal Lacy 10	Chelsea Gaddis 30
Lisa Dickey 11	Lucy Hebron 31
Maria Rongel 12	

## SEPTEMBER

Ann Buchanan 3	Kimberley Thedford 11
Renda Rowe 4	Mary Deck 13
Wendy Hesse 5	Barbara Skeen 18
Jan Seal 11	Carol A. Moylan 23

TAALP  
would like to extend a

**BIG "THANK YOU"**

to **DAIRY QUEEN** and  
**BRIAN KELLY,**  
**General Manager,**

for donating the nice **TREATS**  
members are finding in their  
birthday cards!!

**Be Sure To Frequent Your Local**  
**DAIRY QUEEN!**

**TAALP would like to extend a  
BIG "THANK YOU"**

**to Andy's Frozen Custard  
for donating the nice TREATS  
members are finding in their  
birthday cards!!**

**Be Sure To Frequent Your Local  
Andy's Frozen Custard!**

## SPOTLIGHT TAALP MEMBER

### SHELLY MULLINS



I graduated from Faulkner Christian University with an Undergraduate Degree in Legal Studies (2010) and a Masters Degree in Judicial Administration (2012) in Montgomery, Alabama. I received my NALA certified paralegal designation in May 2011 and an Advanced Certified Paralegal designation in May 2012. While attending school and working as a paralegal in Alabama, I became the Alabama Association for Paralegals ("AAPI") Director for Region II. Upon graduation and completion of the CP exam, I also had the opportunity to teach the communications section of the NALA CP exam and become a guest speaker for introduction to paralegalism and criminal procedure classes within the undergraduate legal studies program. In September of 2012, my husband and I moved home to Dallas, Texas, where I accepted a position with Jackson Lewis P.C. and am entering into my fifth year as a Labor and Employment Paralegal. I assist in the defense of employment litigation, labor/union activity, wage and hour collective actions, and non-compete matters. I also provide specialized assistance in developing, implementing, and defending affirmative action plans for federal contractors. I am a member of the State Bar of Texas - Paralegal Division, NALA, and have recently joined the Tyler Area Association of Legal Assistants/Paralegals.

In my spare time I enjoy traveling with my family and spending time in Tyler, Texas with friends and family. I met my husband (from Bullard, TX) in the winter of 2005 and we briefly lived in Tyler prior to moving away to Montgomery, Alabama. We are excited to welcome the arrival of our second daughter at the end of this month.

## EMPLOYMENT - AUGUST/SEPTEMBER 2016

Contact: Nancy Crim, CP  
TAALP Job Bank Coordinator  
(903) 561-1600 or [nancy@icklaw.com](mailto:nancy@icklaw.com)

Position	Practice Areas/Job Description	Location
Runner	Part-time position; Monday – Friday, 2-5 p.m.; Need reliable transportation; Business casual dress; Timely and professional; \$8.00/hr + .575 cents per mile	Tyler
Legal Assistant	Civil litigation/Personal Injury	Tyler
Runner/File Clerk	Part-time position; Hours: Mon-Friday, 4 hours per day; Self-motivated, detail-oriented; must have your own transportation; <b>Contact: Crystal Lafitte</b> <a href="mailto:crystall@rllawfirm.net">crystall@rllawfirm.net</a> ; (903) 535-2900	Tyler
Administrative Land/Legal Assistant	Vernon E. Faulconer, Inc. 3-5 years' advanced administrative experience preferably with legal experience in the oil and gas industry. For consideration, please fax or email resume to <b>Attn: Human Resources, (903) 581-2111,</b> or <a href="mailto:careers@vefinc.com">careers@vefinc.com</a> .	Tyler
Legal Assistant	General practice including insurance defense, family law and commercial; Experienced preferred. <b>Contact: <a href="mailto:rcraig@whiteshaverlaw.com">rcraig@whiteshaverlaw.com</a></b>	Tyler

**TAALP EXECUTIVE BOARD OF DIRECTORS  
2016-2017**



President

**ANN KUHN**  
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Second Vice President

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President-Elect

Executive Advisor

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Treasurer

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First Vice President

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Parliamentarian

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**TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS**

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