



# RED RIVER REVIEW

OFFICIAL NEWSLETTER OF  
RED RIVER VALLEY PARALEGAL  
ASSOCIATION

## ANNUAL MEETING – SPECIAL EDITION 2016

Welcome to the 2016 Annual Membership Meeting of Red River Valley Paralegal Association. This special edition of the *Red River Review* is to inform our members of the current events of our association and also allow you to make an informed decision for the future of RRVPA. Please take this information and bring forward any ideas, suggestions, or questions that you may have with those of the newly elected Board Members.

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**RED RIVER VALLEY PARALEGAL ASSOCIATION  
ANNUAL MEETING OF THE MEMBERSHIP  
AGENDA**

October 6, 2016

- I. Call to Order – Lisa Kilde, President
- II. Roll Call 2016-2017 Membership List – Andrea Miller, Secretary | Page 3
- III. 2015-2016 Officers and Directors | Page 4
- IV. Secretary’s Report – Annual Meeting Minutes Sept. 24, 2015| Page 5, 6, 7
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- X. Presentation of Reports
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- XI. Announcements
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  - iii. Other Announcements
- XII. Adjourn

## II. ROLL CALL 2016-2017 MEMBERSHIP LIST

This list is as of October 6, 2016. If your name does not appear, please notify the Secretary immediately. When your name is read, please answer “present.” If you are holding a proxy for a member, please answer “present by proxy” when that member’s name is read.

### VOTING MEMBERS

Lisa Bjomdahl	Lisa Kilde	Kaitlin Olson
Angela Bossert	Julie Koppelman	Magen Pavlicek
Kelly Brammer	Kirsten Kounovsky	Kayla Peterson
Stacy Brekke	Stephanie Landstrom	Abby Pitsenbarger
Winter Brendemuhl	Jericka Lyon	Tiffany Plutowski
Angie Coppin	Mistte Maddock	Josh Roaldson
Rachel Dewald	Remi Mason	Suzanne Schaumburg
Illa Engel	Jessica McCaslin	Dona Schock
Nicole Engelman	Amanda Menke	Tiffany Stavish
Kathy Freidig	Rachel Meske	Timothy Steuber
Sara Gerdon	Andrea Miller	Kathleen Stradley
Hannah Gilbert	Jolene R. Mullen	Katy Tellinghuisen
Marjorie Gomes	Andrea Murphy	Heidi Tischer
Anna Grimm	Barbara Nash	Eileen Tronnes Nelson
Carmen Gross	Ashley Nelson	Karyn Vasek
Abby Hammes	Erin Nodland	Rachel Martin
Lacey Hruby	Mackenzie Noer	Lisa Wilhelmi
Andrea Ingersoll	Jill Nona	Bailey Wills

### Associate Members:

L. Wayne Young  
Margaret Burlingame

### Student Members:

Maurice Rocha

### Sustaining Members:

Minnesota State University Moorhead

### III. 2015-2016 Officers and Directors

#### OFFICERS

President..... Lisa Kilde  
Ohnstad Twichell, P.C.  
[lkilde@ohnstadlaw.com](mailto:lkilde@ohnstadlaw.com)

Co-First Vice Presidents..... Josh Roaldson  
Ohnstad Twichell, P.C.  
[jroaldson@ohnstadlaw.com](mailto:jroaldson@ohnstadlaw.com)

&  
Magen Pavlicek  
Morley Law Firm, P.C.  
[mpavlicek@morleylawfirm.com](mailto:mpavlicek@morleylawfirm.com)

Second Vice President..... Amanda Lee, CP  
Stefanson Law Firm  
[amanda@stefansonlaw.com](mailto:amanda@stefansonlaw.com)

Secretary..... Andrea Miller  
Traynor Law Office  
[andrea@traynorlaw.com](mailto:andrea@traynorlaw.com)

Treasurer..... Julie Koppelman  
Ohnstad Twichell, P.C.  
[jkoppelman@ohnstadlaw.com](mailto:jkoppelman@ohnstadlaw.com)

NALA Liaison..... Dona Schock, ACP  
Catholic Health Initiatives  
[donaschock@catholichealth.net](mailto:donaschock@catholichealth.net)

Parliamentarian..... Erin Nodland  
O’Keeffe, O’Brien, Lyson & Foss  
[erin@okeeffeattorneys.com](mailto:erin@okeeffeattorneys.com)

NALA Liaison..... Dona Schock, ACP  
Catholic Health Initiatives  
[donaschock@catholichealth.net](mailto:donaschock@catholichealth.net)

#### DIRECTORS

North Region..... Magen Pavlicek  
Morley Law Firm, P.C.  
[mpavlicek@morleylawfirm.com](mailto:mpavlicek@morleylawfirm.com)

South Region..... Hannah Gilbert  
Ohnstad Twichell, P.C.  
[jroaldson@ohnstadlaw.com](mailto:jroaldson@ohnstadlaw.com)

#### COMMITTEE CHAIRPERSONS

Education..... Josh Roaldson  
[jroaldson@ohnstadlaw.com](mailto:jroaldson@ohnstadlaw.com)

&  
Magen Pavlicek  
[mpavlicek@morleylawfirm.com](mailto:mpavlicek@morleylawfirm.com)

Finance & Audit..... Julie Koppelman  
[jkoppelman@ohnstadlaw.com](mailto:jkoppelman@ohnstadlaw.com)

Membership..... Amanda Lee  
[amanda@stefansonlaw.com](mailto:amanda@stefansonlaw.com)

Newsletter & Public Relations..... Lisa Kilde  
[lkilde@ohnstadlaw.com](mailto:lkilde@ohnstadlaw.com)

Nominations & Elections..... Andrea Miller  
[andrea@traynorlaw.com](mailto:andrea@traynorlaw.com)

Legal Assistant Day..... VACANT

Mentor Program..... Dona Schock  
[donaschock@catholichealth.net](mailto:donaschock@catholichealth.net)

## **IV. ANNUAL MEETING MINUTES SEPTEMBER 24, 2015**

BY: Andrea Miller, Secretary

### **I. CALL TO ORDER**

The annual meeting of the Red River Valley Paralegal Association (RRVPA) convened at 3:30 p.m. on Thursday, September 24, 2015, at the Hilton Garden Inn in Fargo, North Dakota.

President Lisa Kilde called the meeting to order pursuant to the meeting duties prescribed by the RRVPA Bylaws, Article XII.

### **II. ROLL CALL**

Secretary, Andrea Miller, took roll call of the members present. Members were present in person, by telephone and by proxy making for a quorum.

### **III. INTRODUCTION OF OFFICERS AND BOARD OF DIRECTORS**

Officers and directors present at the meeting were introduced as follows:

Lisa Kilde – President

Stacy Brekke – Co-First Vice President

Amanda Lee – Second Vice President

Andrea Miller - Secretary

Julie Koppelman – Treasurer

Dona Schock – NALA Liaison

Magen Pavlicek – North Region Director

Josh Roaldson – Co-South Region Director

Andrea Murphy – Parliamentarian

Officer and directors absent:

Heidi Neumann – Co-South Region Director

### **VII. SECRETARY'S REPORT**

Minutes of the Annual Membership meeting of September 26, 2014, were published and distributed at the Annual Meeting. The minutes were approved as reported.

### **V. TREASURER'S REPORT**

The Treasurer's Report was published and distributed at the Annual Meeting. The report was approved as reported.

### **VI. ELECTION OF OFFICERS 2015-2016**

The Rules and Regulations of the Roberts Rules of Order, and the RRVPA Bylaws and Standing Rules relating to the election of officers and directors were waived.

**ANNUAL MEETING MINUTES SEPTEMBER 24, 2015  
CONTINUED**

Declared candidates for office were:

President – Lisa Kilde  
Co-First Vice President – Josh Roaldson  
Co-First Vice President – open  
Second Vice President – Amanda Lee  
Secretary – Andrea Miller  
Treasurer – Julie Koppelman  
NALA Liaison – Dona Schock

Candidates for office were voted upon and announced as follows:

President – Lisa Kilde  
Co-First Vice President – Josh Roaldson  
Co-First Vice President – Magen Pavlicek  
Second Vice President – Amanda Lee  
Secretary – Andrea Miller  
Treasurer – Julie Koppelman  
NALA Liaison – Dona Schock

Magen Pavlicek was nominated as a candidate for Co-First Vice President by Andrea Miller. Magen accepted this nomination and was voted Co-First Vice President.

**VII. ELECTION OF REGIONAL DIRECTORS 2015-2016**

Declared Candidates for South Region Director:  
Open

Josh Roaldson nominated Hannah Gilbert for South Region Director. Hannah accepted this nomination and was voted South Region Director.

Candidates for South Region Director were voted upon and approved.

Declared Candidate for North Region Director:  
Magen Pavlicek

Candidates for North Region Director were voted upon and approved.

**VIII. NEW BUSINESS**

Adopt 2015-2016 Budget

The 2015-2016 budget was presented for inspection by the members. A motion was made to accept the 2015-2016 annual budget as presented. The motion carried.

# ANNUAL MEETING MINUTES SEPTEMBER 24, 2015 CONTINUED

## IX. PRESENTATION OF REPORTS


Board member reports were printed in the special edition of the Red River Review. No corrections or additions were received on the previous reports.

## X. ANNOUNCEMENTS

1. There will be a short meeting of the Board following the Annual Meeting;
2. Lisa Kilde was honored with a gift card for all of her hard work as President of RRVPA and for her preparation of the fall seminar and annual meeting.

## XI. ADJOURNMENT

The meeting was adjourned at approximately 3:53 p.m.



**You are as amazing as you let yourself be.  
Let me repeat that.  
You are as amazing as you let yourself be.**

*-Elizabeth Alraune*

## V. TREASURER'S REPORT 2015-2016

<b>Line Item</b>	<b>Budget 15-16</b>	<b>Actual</b>
<b>Income:</b>		
Dues	3,700.00	4,220.00
Bank Interest	5.00	4.40
Regional Meetings	0.00	0.00
Seminars	500.00	-762.83
Sponsorship	2,000.00	1,300.00
Additional Budget amounts	0.00	0.00
Miscellaneous income	0.00	21.00
Income carried forward from prior year	8,085.86	10,114.87
<b>Totals</b>	<b>14,290.86</b>	<b>14,897.44</b>
<b>Fixed Expenses:</b>		
Nala Affiliation Fee	225.00	225.00
Post Office Box Rent	70.00	0.00
Scholarship	500.00	100.00
Community	1,500.00	1,155.66
North Dakota Annual Filing Fee	10.00	10.00
Web page	0.00	131.10
<b>Variable Expenses:</b>		
Legal Assistant Day	1,000.00	978.09
Regional Events	1,000.00	278.41
Member Benefits	1,000.00	631.39
Miscellaneous expenses	750.00	270.98
NALA Liason Expenses	1,500.00	1,629.56
Newsletter/Website/Marketing	500.00	551.62
Postage/Copies	50.00	64.58
Stationery	50.00	0.00
Income carry forward to next year	6,135.86	8,871.05
<b>Totals</b>	<b>14,290.86</b>	<b>14,897.44</b>



## TREASURER'S REPORT 2015-2016, CONTINUED

Date	Check	Description	Disbursements	Receipts
8/1/2015		Balance brought forward: Alerus Checking		\$4,109.05
8/1/2015		Balance brought forward: Alerus Savings		\$6,005.82
8/4/2015		Deposit: Sponsors		\$1,000.00
7/6/2015	2129	Magen Pavlicek: N Region LA Day	\$125.29	
7/30/2015	2130	Sandys: Board Lunch	\$66.94	
8/4/2015	2132	Magen Pavlicek: Board Lunch	\$9.75	
8/4/2015		Deposit: Dues		\$3,065.00
9/6/2015		Deposit: Dues		\$540.00
9/25/2015		Deposit: Seminar		\$3,235.00
9/25/2015		Deposit: Sponsors		\$200.00
9/25/2015		Deposit: Dues		\$165.00
9/18/2015		Withdrawal: Seminar Speaker Giftcards	\$50.00	
9/9/2015	2133	NALA: Dues	\$225.00	
9/22/2015	2134	Julie Koppelman: Fall Seminar	\$67.59	
9/22/2015	2135	Julie Koppelman: Fall Seminar	\$53.74	
9/23/2015	2136	Kathryn Vigness: Fall Seminar	\$500.00	
9/24/2015	2137	YWCA Cass Clay: Donation	\$1,000.00	
9/23/2015	2138	Spitfire: Gift Card	\$40.00	
9/25/2015	2139	Hannah Gilbert: Fall Seminar	\$61.28	
9/25/2015	2140	Lisa Kilde: Fall Seminar	\$164.05	
9/30/2015		Interest		\$1.00
10/19/2015		Deposit: Sponsors		\$100.00
10/19/2015		Deposit: Dues		\$105.00
9/30/2015	2141	Ohnstad Twichell: Postage	\$45.78	
10/19/2015	2143	Hilton Garden Inn: Fall Seminar	\$3,072.14	
10/21/2015	2144	Artco: Tote Bags	\$357.63	
11/5/2015	2145	Fargo Public Schools: Career Expo	\$125.00	
12/1/2015		Deposit: Dues		\$225.00
10/5/2015	2142	Go Promo: Fall seminar	\$29.03	
	2146	VOID	\$0.00	
12/17/2015	2147	Lisa Kilde: Career Expo	\$30.66	
12/17/2015	2147	Lisa Kilde: Board Meeting	\$88.79	
	2148	VOID	\$0.00	
12/31/2015		Interest		\$1.14
1/12/2016		Deposit: Padfolio		\$21.00
1/12/2016	2149	ND Secretary of State: Annual Report	\$10.00	

1/18/2016	2150	Hannah Gilbert: S Region Party	\$115.72	
	2151	VOID	\$0.00	
1/18/2016	2152	Magen Pavlicek: N Region Party	\$162.69	
3/10/2016		Deposit: Dues		\$120.00
3/10/2016	2153	Lisa Kilde: Domain Renewal	\$131.10	
3/10/2016		Lisa Kilde: Board Meeting	\$65.52	
3/23/2016	2154	Rachel Wade: NALA Scholarship	\$100.00	
	2155	VOID	\$0.00	
3/25/2016	2156	NALA: Conference Registration	\$510.00	
3/31/2016		Interest		\$1.13
	2157	VOID	\$0.00	
5/17/2016	2158	Hannah Gilbert: LA Day	\$200.00	
5/17/2016	2159	Artco: Bandage Dispensers	\$409.21	
6/27/2016		Deposit: LA Day Registrations		\$275.00
6/24/2016	DBT	Creatively Uncorked: LA Day	\$460.00	
6/24/2016	DBT	Buffalo Wild Wings: LA Day	\$72.89	
6/17/2016	2160	Lisa Kilde: Banners	\$142.41	
6/30/2016		Interest		\$1.13
6/23/2016	2161	Julie Koppelman: LA Day	\$20.20	
6/30/2016	2162	Magen Pavlicek: LA Day	\$500.00	
7/18/2016	2164	Dona Schock: NALA Convention	\$1,119.56	
7/27/2016		Gift Cards: Membership Referral Incentive	\$50.00	
7/26/2016		Alerus Financial: Bank Fee	\$29.00	
7/29/2016		Green Mill: Board Meeting	\$69.45	
7/29/2016		USPS: Stamps	\$18.80	
		Bank Balance - Alerus Checking (7/31)	\$1,795.83	
		Bank Balance - Alerus Savings (7/31)	<u>\$7,075.22</u>	
		Checks Not Yet Cleared	\$0.00	
		Deposits Not Yet Recorded by Bank	<u>\$0.00</u>	
			<b>\$8,871.05</b>	



**VI. APPOINTMENT OF TELLERS FOR ELECTION**

**VII. ELECTION OF 2016-2017 OFFICERS**

**President (1)**

Lisa Kilde

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**Co-First Vice Presidents (2)**

Magen Pavlicek

Open

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**Second Vice President (1)**

Katy Tellinghuisen

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**Secretary (1)**

Andrea Miller

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**Treasurer (1)**

Julie Koppelman

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**NALA Liaison (1)**

Dona Schock

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**VIII. ELECTION OF 2016-2017 REGIONAL DIRECTORS**

**North Region (2)**

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**South Region (2)**

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## IX. PROPOSED 2016-2017 BUDGET

### RRVPA 2016-2017 Proposed Budget

Line Item	Budget 15-16	Actual 15-16	Budget 16-17
<b>Income:</b>			
Dues	\$ 3,700.00	\$ 4,220.00	\$ 3,700.00
Bank Interest	\$ 5.00	\$ 4.40	\$ 5.00
Regional Meetings	\$ -	\$ -	\$ -
Seminars	\$ 500.00	\$ (762.83)	\$ 500.00
Sponsorship	2,000.00	\$ 1,300.00	2,000.00
Additional Budget amounts	\$ -	\$ -	\$ -
Miscellaneous income	\$ -	\$ 21.00	\$ -
Income carried forward from prior year	\$ 8,085.86	\$ 10,114.87	\$ 8,871.05
<b>Totals</b>	<b>14,290.86</b>	<b>14,897.44</b>	<b>15,076.05</b>
<b>Fixed Expenses:</b>			
Nala Affiliation Fee	\$ 225.00	\$ 225.00	\$ 225.00
Post Office Box Rent	\$ 70.00	\$ -	\$ -
Scholarship	\$ 500.00	\$ 100.00	\$ 500.00
Community	\$ 1,500.00	\$ 1,155.66	\$ 1,500.00
North Dakota Annual Filing Fee	\$ 10.00	\$ 10.00	\$ 10.00
Web Page	\$ -	\$ 131.10	\$ -
<b>Variable Expenses:</b>			
Legal Assistant Day	\$ 1,000.00	\$ 978.09	\$ 1,000.00
Regional Events	\$ 1,000.00	\$ 278.41	\$ 1,000.00
Member Benefits	\$ 1,000.00	\$ 631.39	\$ 1,000.00
Miscellaneous expenses	\$ 750.00	\$ 270.98	\$ 750.00
NALA Liason Expenses	\$ 1,500.00	\$ 1,629.56	\$ 1,500.00
Newsletter/Website/Marketing	\$ 500.00	\$ 551.62	\$ 500.00
Postage/Copies	\$ 50.00	\$ 64.58	\$ 50.00
Stationery	\$ 50.00	\$ -	\$ 50.00
Income carry forward to next year	\$ 6,135.86	\$ 8,871.05	\$ 6,991.05
<b>Totals</b>	<b>14,290.86</b>	<b>14,897.44</b>	<b>15,076.05</b>

## X. 2015-2016 OFFICER AND DIRECTOR ANNUAL REPORTS

### **PRESIDENT'S REPORT**

BY: Lisa Kilde

I cannot believe another year has already passed. The time certainly does just keep passing me by quickly. I know I have a list of things I wish I could have completed this year, however, life doesn't always follow my plan (no matter how organized and color coded it is). Recently, I have found a quote (yes, I found it on Pinterest) that made me have an "aha" moment:

**"You can do ANYTHING, but not EVERYTHING"**

This struck me at a very busy time in my work life and personal life and it made me stop and think of all that we strive to do during our day. For 8 hours a day, paralegals wear many different hats: drafting, researching, consulting, mediating, communicating, counseling, organizing, managing, etc. Paralegals tend to be multitaskers and very organized ones at that. However, we must remember that although we can do anything we set our mind to, we cannot do everything! If we strive to do everything, then our work product might suffer, or worse yet we get overly stressed and our health may suffer.

With that, I am trying to apply my new favorite quote into my work day and my responsibilities with RRVPA. Over the past two years I have had the pleasure of getting to know our great members and working with our wonderful board members. I love being involved with our amazing association and having an opportunity to reach out to other paralegals in the area. However, one thing that I have struggled to do is remember that while I can do anything I set my mind to, I cannot do everything. Therefore, this year RRVPA will be committed to utilizing our committees to further improve our association. Each one of you has knowledge, varied experience, and ideas that will further our association and make it great! I look forward to working with all of our committees and seeing how we can continue to improve RRVPA!

*Lisa*

### **CO-FIRST VICE PRESIDENTS' REPORT**

BY: Magen Pavlicek & Josh Roaldson

Thank you to the members for the continued support of our wonderful organization. I truly believe that our network of members provides resources for all of us regarding the multiple issues we all face in our careers. I know I have been contacted by members over the course of the last year to discuss matters relating to our field. Please reach out to a fellow member if the need arises. We are all in the same boat.

A HUGE thanks to RRVPA's president Lisa Kilde. Her contributions and true dedication to the organization are outstanding. She has really moved the organization forward during her service. I am looking forward to another rewarding seminar, wish you all the best.

*Magen & Josh*

## SECOND VICE PRESIDENT'S REPORT

BY: Amanda Lee, CP

I would like to welcome our new joining members and returning members for 2016-2017 year. Welcome to all of you and we look forward to seeing you at the upcoming RRVPA events!

At the close of our 2015-2016 year our membership status was as follows:

Voting Members:	62
Sustaining Members:	2
Student Members:	4
Associate Members:	6
Total Membership:	74

Our membership numbers were great last year. We hope to continue this renewed enthusiasm in RRVPA into the upcoming new year.

If you know of anyone who may be interested in our association, please direct them to the Second Vice President.

*Amanda*

## NORTH REGION CO-DIRECTORS' REPORT

BY: Magen Pavlicek

It has been another busy year for the North Region. We continue to meet for luncheons monthly, which is a good break from the office. Once again we met for a holiday party and Paralegal Day and fun was had by all.

I continue to enjoy serving as your director!

*Magen*



## SOUTH REGION CO-DIRECTOR'S REPORT

By: Hannah Gilbert


Hello RRVPA members!

I have enjoyed being your South Region Director this past year. We had a great turn-out for our (almost) monthly lunches. I think the highlight of the year was our Paralegal Day celebration at Creatively Uncorked, complete with adult beverages and Buffalo Wild Wings. Lots of artistic talent in our group! Going forward, it would be great to plan some more unique get-togethers throughout the year. I have a few ideas brewing, but I'm always open to suggestions from fellow RRVPA members! Thank you for your participation. Cheers to another great year!

*Hannah*



what is most  
*important*  
ALMOST ALWAYS  
*involves*  
*THE* PEOPLE  
around us  
PRESIDENT THOMAS S MONSON



## RRVPA COMMITTEES

- EDUCATIONAL PROGRAMS – CHAIRPERSON: Magen Pavlicek & Rachel Martin

Kathy Freidig  
Rachel Dewald  
Marjorie Gomes

Remi Mason  
Kayla Peterson  
Lacey Hruby

Lisa Bjorndahl  
Eileen Tronnes Nelson  
Tiffany Stavish

- MEMBERSHIP – CHAIRPERSON: Katy Tellinghuisen

Heidi Tischer

Karyn Vasek

Maurice Rocha

- FINANCE & AUDIT – CHAIRPERSON: Julie Koppelman

Angela Bossert

Andrea Murphy

- PUBLIC RELATIONS/NEWSLETTER/MARKETING/WEBSITE – CHAIRPERSON: Lisa Kilde

Rachel Meske

Kathleen Stradley

Abby Hammes

- LEGAL ASSISTANT DAY - CHAIRPERSONS: Hannah Gilbert & Magen Pavlicek

Winter Brendemuhl  
Mackenzie Noer

Kelly Brammer  
Bailey Wills

Angie Coppin

- MENTOR PROGRAM: Dona Schock

Sara Gerdon

Suzanne Schaumburg

Jessica McCaslin

- OUTREACH: Andrea Miller