

Dear TAALP Members:

Our October meeting is **Thursday, October 13, 2016,** at 12:00 at the <u>Chamber of Commerce</u>. The evites have been sent out and if you haven't already RSVP'd, please do so and bring a friend. Our speaker this month is US Magistrate K. Nicole Mitchell speaking on Working with Millennials. Traditions will be catering with a better selection of food for you this month. Remember the cost for lunch is \$15.

If you haven't renewed your membership, please get those applications in in order to continue receiving the newsletter and evites for the meetings.

Texas Paralegal Day is October 23rd so in honor of you and to celebrate you, we are combining our meeting with that celebration. All of you are GREAT!

Mark your calendars for the upcoming Joint Luncheon scheduled for November 1, 2016 at Hollytree Country Club with guest speaker Justice David L. Bridges of the Fifth Texas Court of Appeals. Invitations will be mailed to each of you very soon, so be sure to get a head count for your firm and get your RSVP's turned in to Ann Buchanan asap – November 1st isn't very far away.

Thanksgiving and Christmas are fast approaching - we will be providing details about our upcoming Thanksgiving and Christmas projects for those of you who wish to participate.

I want to say thank you to **Deposition Resources and Collins Investigation** for sponsoring our meeting this month and to all the other Vendors who have contributed/donated to make Texas Paralegal Day special.

See you Thursday!

Ann





The Senate of The State of Texas

SENATE PROCLAMATION NO. 1144

WHEREAS, The Senate of the State of Texas is pleased to honor paralegals in Austin and across the state and recognize October 23 as Texas Paralegal Day; and

WHEREAS, Paralegals are vital resources in law firms, governmental entities, and private corporations and businesses; they perform valuable services for and under the direction of an attorney, and their work requires a thorough knowledge of legal concepts and facts; and

WHEREAS, October 23 marks the anniversary of the founding of the Paralegal Division of the State Bar of Texas; the division was established to promote high standards of conduct, professional ethics, and responsibility through continuing legal education and cooperation with the State Bar of Texas; and

WHEREAS, The goals of the Paralegal Division are to achieve more economical and improved legal services throughout the state, to focus on benefits for its members and the paralegal profession, and to develop opportunities, incentives, and recognition for legal education; and

WHEREAS, Through their exceptional talents and expertise, paralegals provide valuable services that contribute significantly to the efficient functioning of the judicial system in the Lone Star State, and they are indeed worthy of special recognition; now, therefore, be it

PROCLAIMED, That the Senate of the State of Texas hereby commend the paralegals of this state for their important services and recognize October 23 as Texas Paralegal Day; and, be it further

PROCLAIMED, That a copy of this Proclamation be prepared as an expression of high regard from the Texas Senate.

Watson

Member, Texas Senate

I hereby certify that the above Proclamation was adopted.

Secretary of the Senate

NOTICES:

- 1. **Accountability for Lunch RSVPs**: Please note, 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.
- 2. **Increase in lunch price.** In order to be able to bring you a better selection of meals, it has become necessary to increase the price of lunch to \$15.00, effective with the October, 2016 Membership Meeting. This covers an hour of CLE and a full course meal; salad, entrée, drink and dessert. Should you chose not to eat the catered meal, we encourage you to attend and bring your own lunch with you.



TAALP can help get your name out to our members.

Just email me at:

helenk@brownbaumansmith.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.

❖ MARK YOUR CALENDARS ❖

November 2, 2016

TAALP Board Meeting; Jack Ryans

November 10, 2016

TAALP Membership Meeting; Don Juan's

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

Barron, JenniferIvy, EmilyDiscovery RecordsLott, TylerEargle, KristenMurphy, Julie

Godwin, Carol

Assunto, Kimberly Dixon, Renee Kopech, Leatha Seal, Jan Avila, Iris Doffer, Teresa Krafft, Toni Lee Sherrill, Sharon Evans, Karen S. Betts, Lisa Kuhn, Ann Shults, Cayce Brooks, Bonnie Flowers, Marilyn Langston, Denise Skeen, Barbara Brownlow, Laura Flynn, Meghan Shae Liska, Rhonda Smith, Jennifer Buchanan, Ann Foster, Codi Lollar, Melinda Sparks, Ronda Stacener, Melinda Gaddis, Chelsea May, Tamara **Burgess, Ginny** Goley, Carol Mayfield, Tammye Stewart, Clothilda Cash, Lanell Hall, Carrie McLen, Kerri Stone, Meredith **Collins Investigations** Hancock, Jo Ruth Thedford, Kimberly Morris, Mechele Connor, Sarah Toon, Kristine Harvey, Terri Moylan, Carol A. Coplan, Patricia Hays, Sara Unger, Jodi Mullins, Shelly Cover, Jennifer Wallace, Melissa Hemphill, Carla Neel, Lesley Cowart, Shana Williams, Brandi Hesse, Wendy Newman, Kristen Crawford, Melani Wimberley, Suzanne Hudson, June Oden, Rachel Crim, Nancy Wright, Janet Jackson, Laura Parker, Nancy Deck, Amanda Zillmer, Alice Jobe, Halev **Professional Civil** Deck, Mary Johnson, Sandy **Process Depo Texas** King, Carrie Reynolds, Brenda **Deposition Resources** Robison, Rhonda Kirby, Cindy Dicky, Lisa Koch, Helen Rowe, Renda Dillon, Candice Rutherford, Buddy Scott, April

TAALP

MINUTES OF October 5, 2016 BOARD MEETING

By: Brandi Turchi, Recording Secretary

The Executive Board met at JACK RYAN'S on Wednesday, October 5, 2016, for the monthly meeting. The following board members were present: Ann Kuhn, President; Jo Ruth Hancock, President Elect; Chelsea Gaddis 1st Vice President; Carrie King 2nd Vice President; Brandi Turchi, Recording Secretary; Helen Koch, Corresponding Secretary; Suzanne Wimberley, Treasurer; and Sarah Connor, Parliamentarian.

Ann Kuhn called the meeting to order at 12:10 p.m.

ANN KUHN, President:

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

Old Business:

- 2016-17 Renewal Membership total to date: 88
- Attendance at September 2016 meeting: 35

New Business:

- October 13th Texas Paralegal Day celebration; vendor donations- \$25 to be used for a gift; Depo Texas said they would provide some door prizes; Deposition Resources is our sponsor this month;
- Christmas entertainment to be announced:
- Sarah Connor discussed the Joint Luncheon to be held November 1, 2016, at Hollytree Country Club, the speaker will be Justice David L Bridges of the Fifth Texas Court of Appeals. Invitations will be mailed by next Tuesday, 10/11/16. The deadline for reservations is 10/27/16;
- Committee chairs to start Thanksgiving and Christmas community service Elder Care projects; and
- Carrie King will be Chairman of the Bylaw Committee, and Barbara Skeen and Sara Connor will join the committee to discuss revising Bylaws.

JO RUTH, President-Elect:

NALA renewal dues have been paid.

CHELSEA GADDIS, 1st Vice President:

- Evite sent October 4, 2016: Reminder to be sent on the 10th to everyone regarding their RSVP
- Reminder of the increase to \$15 in cost for lunch

CARRIE KING, 2nd Vice President:

- Paralegal Day celebration
- October speaker: US Magistrate K. Nicole Mitchell: topic TBA
- November speaker: Deborah Pullum
- December- Christmas celebration
- January speaker: Shane Ferguson

BRANDI TURCHI, Recording Secretary:

• Moved that the Minutes of the September, 2016 board meeting be approved, as reported in the Transcript. Carrie King seconded the motion and it carried.

HELEN KOCH, Corresponding Secretary:

- October Spotlight Member: Toni Lee Krafft
- November Spotlight Member: Teresa Doffer
- December Spotlight Member: Jodi Unger
- Publish the newsletter on Tuesday; deadline for submitting information is Friday, October 11, 2016, by 5 p.m.

SUZANNE WIMBERLEY, Treasurer:

Presented the Treasurer's Report and moved that it be filed for audit and that the motion passed.

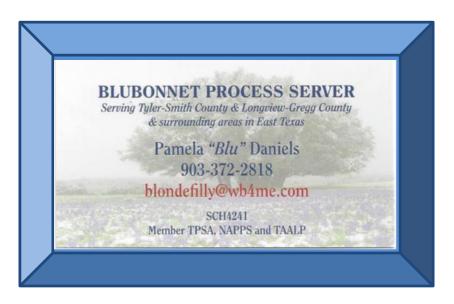
SARAH CONNOR, Parliamentarian:

The Joint Luncheon was discusse	l, and it will be held on November 1	, 2016 at Hollytree Cou	nty Club.
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Next Regular Meeting: October 13, 2016 – Chamber of Commerce

Next Board Meeting: November 2, 2016 – Jack Ryans

There being no further business, Ann adjour	med the meeting at 12:45
-	
Ann Kuhn, President	BRANDI TURCHI, Recording Secretary



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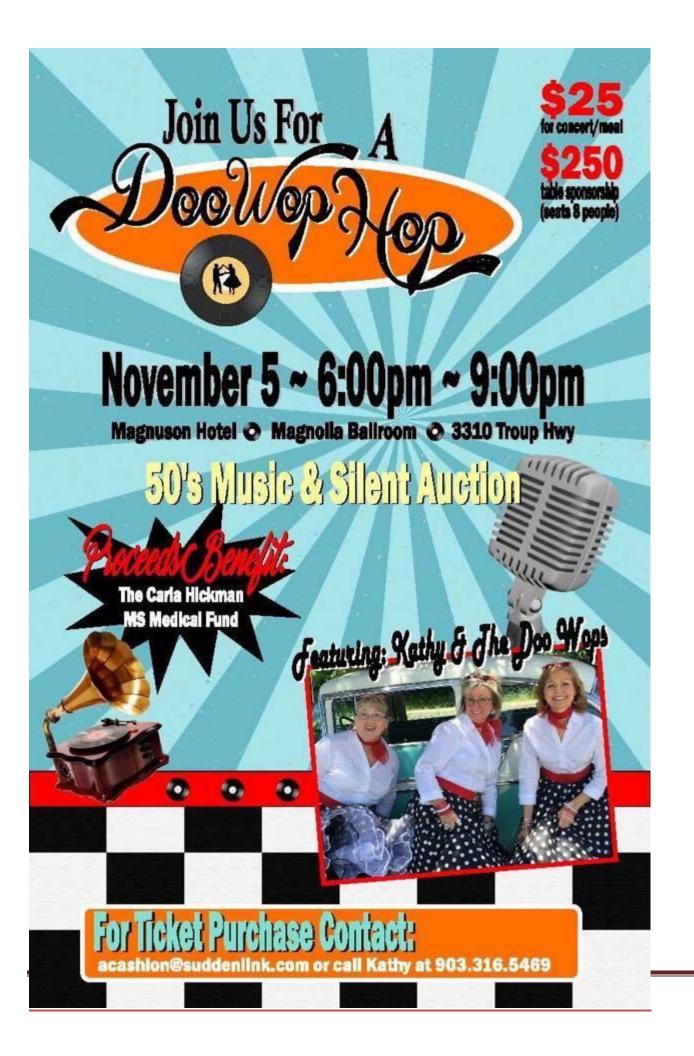
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OCTOBER

Sandy Johnson 6

Carrie King 6

Bonnie Brooks 20

Shana Cowart 20

Brandi Williams 22

Candice Dillon 29

Clothilda Steward 31

NOVEMBER

Kimberly Assunto 08

Melanie Crawford 16

Codi Foster 05

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

Toni Lee Krafft



Toni Lee Krafft was born and raised in Tyler, Texas. She received her bachelor of arts in English literature with a minor in history and communications from Belhaven, a private liberal arts college in Jackson, Mississippi. Following graduation, she worked for several years as an administrative assistant to the vice president at her alma mater. Anxious to be back in the classroom enjoying academic books, she decided to pursue her masters in history. Thousands and thousands of pages later, she finished graduate school with an emphasis in European history, 1400-1700. After graduation, she worked as a personal assistant and was the assistant registrar at the Tyler Museum of Art. Deciding to change careers, Toni Lee took her writing and organizational skills and began working at Allen-Lottmann-Kimmel, PC as a legal assistant in March 2011. She works primarily in estate planning, probate, guardianships, elder law, and business formations.

Toni Lee enjoys growing herbs, travel to historic places, laughing at The Tonight Show hashtags, and doing creative things that do not involve computers. She lives in a 1930 cottage, still shoots 35 mm film, cooks and bakes from scratch, and believes that everything can be made better with butter.

She is a member of the State Bar of Texas – Paralegal Division, and recently joined TAALP. She is so excited for the educational opportunities afforded through TAALP and looks forward to serving and learning alongside its members.

NALA Upcoming Webinars





Webinars are a fast, convenient, and now an even more affordable way to get the education you need.

- 1.0 hour webinars: \$39 for Members and \$59 for Nonmembers
- 1.5 hour webinars: \$39 for Members and \$59 for Nonmembers
- 2.0 hour webinars: \$49 for Members and \$69 for Nonmembers

October 13

• Estate Planning in Action - In this webinar, we will discuss the basic documents of estate planning: wills, trusts, advance medical directives, and powers of attorney. We will also talk about their usage in the context of an estate plan, as well as common drafting errors. Incapacity planning will be discussed along with advanced uses for powers of attorney, including common challenges during the implementation of these legal instruments. We will also discuss the standards of capacity for executing an estate plan.

Paralegal/Legal assistants are often witnesses to wills, trusts, and other estate planning instruments. When is a client able to sign? When is a client unable to sign? How does a paralegal/legal assistant best document a file when there is an issue of capacity? These and other questions are addressed. The speaker analyzes different tax issues relating to estate planning. The current estate tax exemption, as well as common questions relating to tax basis and tax avoidance, are covered.

CLE: Hours 1

October 18

• Federal Criminal Practice - An introduction and discussion of the major topics involved in virtually any federal criminal matter including a comparison to various state practices. This webinar is designed to familiarize the practitioner with the terminology and customs unique to criminal federal practice. This presentation is recommended for paralegal/legal assistants with limited or no experience in federal court who are curious about federal practice. While the course will cover basic pre-trial, trial and post-trial considerations from both the defense and prosecution perspectives, it will also provide a more detailed examination of the United States Sentencing Guidelines and mandatory minimum sentencing under the United States Code.

CLE Hours: 2

October 26

• <u>Legal Research</u> - This webinar is designed to introduce students to basic legal research concepts and sources. Sources covered will include: secondary sources, statutory law, administrative law, and case law. Research strategy and organization will also be covered. At the end of the webinar, students will be able to perform basic research functions, including how to determine that a source is complete and current, and communicate their process clearly to others. Bluebook citation will also be discussed.

CLE Hours: 1.5

EMPLOYMENT - OCTOBER/NOVEMBER 2016

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

Position	Practice Areas/Job Description	Location
Legal Assistant	Legal Assistant needed for family law practice – certification preferred but will consider significant work experience; Contact: <u>Kristine@bain-files.com</u>	Tyler
	Tel: (903) 595-3573	
Legal Assistant	Family Law practice; Minimum 2 yrs experience in family law preferred but will consider other areas of legal experience; Position involves client contact, drafting discovery, motions, etc.	Tyler
Lease Analyst	3-5 yrs experience office experience maintaining oil and gas lease records and title research; Strong computer skills including MS Word and Excel; In-depth knowledge and experience of oil, gas and mineral leases and land related functions; Ability to compile and analyze data and input into AS400 System. You may submit resumes at: Careers@vefinc.com or, via Fax at 903-581-2111; For further info contact HR Dept. at (903) 581-4382.	Tyler
Legal Secretary/Receptionist	Family law practice; Will consider office experience in other areas; Would prefer full time but will consider part time.	Tyler
File Clerk	Law firm - Part-time – flexible schedule.	Tyler
Legal Assistant	Area of Practice: Employment Law Significant experience in federal court required. Please send resumes and inquiries to: Bhommel@hommelfirm.com Tel: (903) 596-7100	Tyler

Legal Assistant	Litigation/Insurance defense- Summarizing records & schedules	Tyler
Runner/File Clerk	Part-time position; Hours: Mon-Friday, 4 hours per day; Self-motivated, detail-oriented; must have your own transportation; Contact: Crystal Lafitte crystall@rllawfirm.net; (903) 535-2900	Tyler
Law Library Specialist	Part-time position – 24 hours per week Works under supervision of Law Librarian providing legal research and legal reference services to judges, officials, employees, legal community and citizens. The law library specialist also provides legal information and materials in response to requests and assists in organizing law library resources. For more information please contact Kara Barrett (903) 590-1753 kbarrett@smith-county.com	Tyler

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Parliamentarian

SARAH CONNOR

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Articles published herein do not necessarily represent the opinions of the
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Calendar listings and seminars should not be considered an endorsement of any such program or seminar.

TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS

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2016-2017

