

PLEADINGS

Issue No. 325

Published by NALS of Greater Kalamazoo
www.nalsofgreaterkalamazoo.org

March 2018

EFFECTIVE TIME MANAGEMENT

We all wish that there was more time in the day. When the day is over and we look back at what we've accomplished, often we wonder where all of those hours went. If you're like most other people in the world, then time management might be an issue. We're all just a little bit crunched for time. We say things like "There's not enough time in the day," or, "I don't know where I'll find the time," and "I never have time for myself." Effectively managing time is a skill that so many desire but so few have.

We think that we never have enough time because we're so busy responding to life's curveballs. And, when we seem to free up just a little bit of time for ourselves, we get hit from left-field with something that we simply have to respond to. Furthermore, it seems like even when we're not getting hit with problems, we can't seem to find the time to manage our daily tasks. So, how do we find the time to do anything then?

Anyone can efficiently manage their time as long as they get organized first. Without

organization, it's difficult to see just what needs to be accomplished in the day and how important each of those things are to your long-term goals.

When you get organized with your time, you not only increase your ability to manage your daily tasks effectively, but you also increase the likelihood of putting time where it really counts: toward those long-term goals that you harbor deep down inside. If you've never done any goal setting in the past, now is the time to get started because it's an absolute must-have prerequisite to effective time management.

Goal setting is just one part in the four-part process of effective time management. However, it helps to set the playing field because if you don't know what you're aiming at, you could go about your days spinning your wheels, being repeatedly frustrated. If you want to manage your time efficiently and achieve your hopes and dreams in the process, then you have to make sure you're clear and concise with what you want out of life, and subsequently, your day.

Step 1 – Set Clear Goals

An absolute must prior to being able to manage your time effectively is to set clear goals on what you want in life. You might think to yourself that you already know what you want, even if you haven't set goals down on paper. If this is the case, then you're very wrong. Why? Because setting clear goals down on paper is remarkably different than merely setting them in your head.

If you engage in passive goal setting, then you're less likely to have a good handle on your time management. This can lead to severe frustration, because deep down in your subconscious mind, you might know what you want, but you haven't organized those desires into clear goals. It hasn't become visceral for you.

Actively set your goals by deciding exactly what you want, when you want it by, and why you want it. You have to be absolutely precise when doing this. Don't be afraid to write out exactly what it is, down to the very last detail. Don't just say you want a lot of money; say the exact amount of money you want, what specific

date you want it by, and why you want it.

Step 2 – Get Organized

The second step in effective time management is organization. You have to get organized if you want to properly manage your time. But how do you get organized? Well, first, you have to set your goals. If you didn't do that, then stop reading and go do that now.

Once you've set your goals, you have to organize them. What are your long-term goals? What are your short-term goals? Break your long-term goals down into milestones so that you have a target you're aiming at each month, week, and day. When you know what you want to accomplish one year from now, you can easily break that down into monthly, weekly, and daily targets.

Once you have your list of goals organized into milestones, then you know what you're aiming at. When you wake up in the morning, you can have a better sense of purpose. It will also help to ensure that you're doing a little bit each day toward those goals, no matter how small the amount.

When you can organize goals into milestones, and you place that list in front of you, your mind can't ignore what needs to be done. If you choose not to get organized, your mind has an easier way of helping you to avoid those all-important daily tasks.

Step 3 – Prioritizing Time

In 1994 Stephen D. Covey released a book entitled "7 Habits of Highly Effective People," where he discussed a system for managing time that was originally introduced by Dwight D. Eisenhower. This system splits up activities into four

quadrants based upon two factors: urgency and importance. So, in your day, a task can be categorized by these factors. They are as follows:

- Quadrant 1 – Emergencies & Crises: Urgent and Important
- Quadrant 2 – Long-Term Goals: Not Urgent but Important
- Quadrant 3 – Interruptions: Urgent but Not Important
- Quadrant 4 – Distractions: Not Urgent and Not Important

When you look at your list of milestones and daily tasks, you can categorize what area each of them falls under. The best way to effectively institute this method is to spend a week first tracking everything that you do. Where do you spend your time? Jot it down. If you spent 15 minutes making phone calls to bill collectors, jot that down. If you spent 1 hour at the grocery store, jot it down.

At the end of each day for that first week, write the quadrant down next to each task for what it fell under. How much of your time did you spend watching television (Quadrant 4), or working on your long-term goals (Quadrant 2), or dealing with emergencies or crises in your life (Quadrant 1), and so on.

After the first week, look at how much time you spent in each quadrant. The goal in life is to spend as much time in Quadrant 2 and as little time in Quadrant 4. How much time did you actually spend in Quadrant 2? After you've completed this exercise, take your daily list of tasks and jot down the quadrant each of them falls under.

If you watched television for 3 hours, then you lived in the dismal Quadrant 4 that day. You want to spend as little time with Quadrant 4 activities as you can if you want

to effectively manage your time. Sometimes we can't see just how much time we're wasting unless we look at it in this manner.

Step 4 – Destroy Procrastination

One of the hardest parts of time management is the dreaded procrastination that tends to rear its ugly head all too often. How do we avoid procrastination? Well, we can set all the goals that we would like, get organized, and prioritize our time, but if we can't follow through with our list of things to do each day, then we're wasting our time. So, how do we avoid this?

Procrastination has been termed the silent killer, and it's one of the biggest deterrents to our goals. We all say that we want to accomplish something, but when it comes down to managing our time with some sense of efficiency, we can't seem to get things accomplished. Procrastination seems to be around every corner.

However, the only way around procrastination is to be completely aware of what needs to be done. If you can set clear goals, get organized, and prioritize your time, you'll be well on the way to destroying any propensity for procrastination. If none of that works, then try the 15-minute rule.

Set a timer on your watch, smartphone, or anywhere else, and set to doing something you've been putting off for just 15 minutes. That's all you need to commit to: 15 minutes. What you'll come to realize is that an object in motion stays in motion; once you get started, you'll most likely keep going. The hardest part is simply getting started!

From www.wanderlustworker.com

NOMINATING COMMITTEE REPORT

The Nominating Committee of NALS of Greater Kalamazoo is pleased to present the following as officer candidates for fiscal year May 1, 2018, through April 30, 2019. Voting will take place at the March 27, 2018, general membership meeting.



President	Michele Guyman
Vice President/Membership Chair	**
Treasurer	Jen Robinson
Recording Secretary	Sam Wilder
Corresponding Secretary	Paula Steffey, PP-SC, CLP, CWCP
Director	Nancy Thomas, PLS
Parliamentarian	Diane Berry, PLS

Finally, as Immediate Past President, Cathy Zackery, CLP will also remain on the Board.

**Several members were nominated for the position of VP/Membership Chair, but declined. Nominations for any position will be accepted from the floor at the March 27 membership meeting, including for this position.

NOTE: We did not hear directly from anyone who was interested in a board position, BUT it's not too late. We will still accept nominations before the March 27 meeting and from the floor on March 27 before the vote if you are interested. Please contact any member of your Nominating Committee:

Jen Bayer (jbayer@levine-levine.com)
Tami Carl CLP (carlt@millerjohnson.com)
Pam Wilcox (wilcox@millercanfield.com)

P.S. It's going to be a GREAT year to be a member of NALS of Greater Kalamazoo!!!!



Thanks to Jennifer Antisdale, Cathy Zackery, Michele Guyman, and Kim Snow (and friends!) for representing us at the Big Brothers/Big Sisters Bowl for Kids Sake on February 24. We raised about \$300. Many thanks to all who donated!





Date: Sunday, May 20, 2018

Registration: 9:00AM | Start: 10:00AM

Walk distance: 3.1 miles (and optional FUN RUN)

Celery Flats Interpretive Center

7335 Garden Lane

Portage, MI 49002

TOGETHER WE MAKE A DIFFERENCE

Join us for the Southwest Michigan March for Babies 5k Walk and optional Fun Run at Celery Flats in Portage. This fun-filled day has activities for the whole family.

ABOUT THIS EVENT

Nearly 4 million babies are born in the U.S. every year. The money we raise will be a lifeline for moms and babies near us and across the country. Join more than 400 people at the Southwest Michigan walk and fun run in support of moms at every stage from preconception to post-delivery with research, programs and education—and it all comes together with a celebration at March for Babies on Sunday, May 20, 2018.

WHY WE MARCH

Participating as a team is not only a better way to raise funds, it also is a wonderful way to celebrate, honor or remember babies with others who care as much as us. Our team stands with March of Dimes to fight for the health of all moms and babies. We're proud to help provide resources and programs to educate and empower moms so every baby can have the best possible start. But we need you on our team!

PLEASE CONSIDER JOINING "TEAM NALS"

The link to our team page is <http://www.marchforbabies.org/team/NALS>

Or consider making a pledge for those NALS members who will walk/run for babies! Together we can encourage more friends, family and supporters to join us to raise funds to tackle the biggest health threats facing moms and babies. Thank you!

**Contact Tami Carl CLP for more information about this event:
CarlT@millerjohnson.com.**



NALS OF MICHIGAN ANNUAL FUNDRAISING RAFFLE

Tickets are available for the NALS of Michigan annual fundraising raffle. Ticket costs are \$5 each or 5 tickets for \$20. Drawing will be held at the 57th Annual Meeting at Shanty Creek Resort in Bellaire, on April 28, 2018. You do not need to be present to win.

- 1st prize: Four (4) premium Detroit Tigers home game tickets plus parking pass (\$400 value)
- 2nd prize: Specialized Stained Glass Window by Hart of Glass (\$150 value)
- 3rd prize: Cash in the amount of \$100.

Contact Nancy Thomas at thomasn@millercanfield.com for tickets. If you already have tickets to sell, please return the ticket stubs and money to Nancy before April 25. (See flyer elsewhere in this newsletter for more information.)

NALS OF MICHIGAN SCHOLARSHIP COMMITTEE

The Scholarship Committee would appreciate everyone's help with the Lucky Number Gift Auction to be held at the 2018 Annual Meeting. Please bring your donated items to Paula Steffey at the March 27 general membership meeting. (See flyer elsewhere in this newsletter for more information.)



NALS OF GREATER KALAMAZOO **Board of Directors Meeting** **March 6, 2018**

The March Board Meeting was held on Tuesday, March 6, 2018, at 5:40 p.m. at Plunkett Cooney. The February Board meeting minutes were approved as corrected. The Treasurer's report was distributed and discussed. Committee reports were given and committee matters were discussed, including Ways & Means, Membership, Scholarship, Programs and Reservations. Nominations Committee still looking to fill one board position for the 2018-2019 term. Vice President reported that we now have 38 members. Discussion was had about having a combined event with Jon Moretti, possibly June 2018.

Upcoming Social Events:

- March 17, 2018 - St. Patrick's Day Hockey game sponsored by the KCBA.
April 25-29, 2019 - Annual Meeting at Shanty Creek in Bellaire.
May 15, 2018 - Cheese Lady event at 6:30 p.m. \$25.00 per person.
May 20, 2018 - March of Babies 5K walk (Tami Carl, CLP).

Next Board Meeting- Tuesday, April 3, 2018, location to be determined. Next General Membership meeting- Tuesday, March 27, 2018 at Miller Johnson- the speaker will be Jeff Haywood.

NALS OF GREATER KALAMAZOO SOCIAL EVENT!!

When: Tuesday, May 15, 2018

What: Full Cheese 101

Time: 6:30 p.m.

Address: The Cheese Lady

7035 West Q Avenue

Kalamazoo, MI 49009

Cost: \$25/person

(If funds are low, send your name to Michele and she will privately draw 2 people to attend and NALS will pay your cost!!)



NALS of Greater Kalamazoo is organizing a social event with The Cheese Lady. A staff member of The Cheese Lady will provide your group with a detailed description of the history of our store, what to expect when visiting The Cheese Lady, and a walk through 7 families of cheese with a tasting of each style. Also, we will provide an in-depth look at the cheese making and aging process and what makes each cheese and style unique. This course also provides non-alcoholic beverages and light snacks.

Email: Michele Guyman (mightymmo@sbcglobal.net) if you would like to attend. Please sign up no later than Friday, May 11.



NALS of Greater Kalamazoo:

I cannot thank all of you enough for my beautiful surprise baby shower. I am truly blessed to have such great people in my life. I wanted to give a special thank you to Andrea K. and Jen R. for planning this event. I loved all the thoughtful baby gifts, including the clothes, and the handmade baby blanket; I know they will get a lot of use. Thanks a million for everything!

*With love,
Cathy A. Zackery, CLP*



UPCOMING YWCA FUNDRAISER

From: Danielle Streed [danielle@streedlaw.com]

Hello Ladies... I thought that my fundraising days were over, but I was wrong. I am excited to reach out to all of you again for a cause that I believe is worth your attention and support!

My friend Janene Weathers Pirbhai and I had the opportunity to tour the YWCA facility in January, courtesy of the CEO Grace Lubwana. It is impossible to tell you in this email all of the things that they do in and for this community, so I will do my best to give you a few highlights.

After an hour and half tour I am still shocked at all of the services they provide and even more shocked at how all of these services are needed in our perfect, yet lovely little town of Kalamazoo, Michigan.

Here is what our local YWCA provides in Kalamazoo County:

childcare and early learning programs/ parent support and prevention education/
housing, counselors and support for victims of assault and other violence/
programs to address our high rate of infant mortality/ and most recently the
opening of a safe house for human trafficking victims/

What we didn't know was that this local chapter pioneered the first safe residence and childcare center in the nation. YWCAs are the largest provider of battered women shelters and domestic violence services in the country since the mid-1970s. The Kalamazoo YWCA is the first and oldest YWCA in Michigan, established in 1885. Our local YWCA abuse shelter is open and staffed 24 hours, seven days a week. The YWCA now has an on staff attorney, paralegal and several counselors that can address the specific issues of sexual assault.

Despite all the local and federal support, the need within our community is ongoing. When we asked the Executive Director about their unmet needs, she told us that the shelter is in need of : single twin sheets, bath towels and underwear for all ages of girls and women.

Janene and I have decided to partner on an event to raise awareness and donations for the center. We will be hosting two different events, one at my house on March 22 from 5:01 to 7pm and one at Janene's home on April 19 from 5:01 to 7 pm. We hope that you can find time in your schedule to attend one of these events. Your price of admission is one of the much needed items listed above.

We also realized that not everyone can make those dates or we may reach our max RSVP amount per house. In any event, if you prefer to support their needs via a check, you can mail your check to YWCA, Attention Beth Romeo and in the notes section put "Streed/Weathers event" and they will use your donation for the needs mentioned above.

Upon receipt of your RSVP to me at the above e-mail address, you will receive additional information for the event.

We look forward to a great event!

Danielle Streed

MEMBERSHIP NEWS

by Vice President Michele Guyman

MARCH/APRIL BIRTHDAYS:

Kim Somers	March 3
Christine English, PLS	March 9
Jennifer Bayer	March 14
Pamela Wilcox	March 14
Diane Berry, PLS	March 20
Colleen VanSickle	March 21
Deborah Koppers	March 22
Susan Collins	April 13



HAPPY BIRTHDAY!

MARCH/APRIL NALS ANNIVERSARIES:



Jennifer Bayer	March 6 (6 years)
Peggy Boucher	March 6 (6 years)
Jennifer Antisdale	March 8 (1 year)
Tami Carl, CLP	March 11 (10 years)
Diane Berry, PLS	March 12 (17 years)
Susan Connolly	April 11 (2 years)
Maria Soares	April 5 (1 year)

THANK YOU FOR YOUR SERVICE TO NALS!

REMINDER TO INVITE A FRIEND! Copy the meeting invitation from this month's *Pleadings* newsletter and send it to colleagues or students in the legal field, encouraging them to attend a NALS meeting with you!

Wanted: @Law Magazines: If you have any old @Law magazines you no longer want to keep, please bring them with you to a meeting, as Michele can use them in new member packets. Thanks!

ATTORNEY DIRECTORY NEWS

The Attorney Directory will get a facelift for the new edition. It will be called the "Attorney's Companion." This new directory will not have the individual attorneys listed, but instead, we will be adding additional information to the remaining sections, such as featuring more county information and expanded court information just to name a couple of things. To make this a success, and a useful tool for both the experienced legal assistant and the newcomers to this field of work, I would love to get a copy of everyone's notes. This information can be emailed to me at westernmom40@gmail.com. Thank you in advance!



Paula Steffey, PP, CLP-SC, CWCP



NEEDED – 2019 Annual Meeting Official Program Chair!!

The duties include:

- a. Agenda. Obtain from the Annual Meeting Chair an agenda of the Annual Meeting for inclusion in the Official Program, which shall have been furnished by the President to the Annual Meeting Chair not less than 30 days prior to the Annual Meeting.
- b. Official Program Approval. Obtain the President's and Annual Meeting Chair's approval prior to printing the Official Program.
- c. Printing Bids. Contact local printers to obtain written bids for the Official Program, submitting past Annual Meeting programs as samples. Arrange for a sufficient number of copies of the program for registrants, exhibitors, advertisers, and post-meeting marketing.
- d. Distribution. Deliver the Official Program to the Annual Meeting Registration Chair for inclusion with materials to be distributed to each registrant. A copy of the Official Program shall be forwarded to the Executive Secretary to be included in the Association's permanent records.
- e. Advertisements. Work closely with the VP-MM to receive all advertising copies in a timely manner for placement in the Official Program.

NEEDED – 2019 Annual Meeting Publicity Chair!!

The duties include:

- a. Work with the NALS of Michigan Marketing Committee Chair to arrange for advance publicity for the Annual Meeting.
- b. Contact law firms and companies to sponsor breaks, morning treats, coffee, etc.

Please contact Michele Guyman (mightymmo@sbcglobal.net) if you are willing to help with one of these positions.

2018 NALS of Michigan Annual Meeting Friday, April 27, 2018, Speaker Schedule:

7:30 a.m.	Registration and Breakfast	
8:00-9:00	Kim and Julie:	Keynote: Client Relations/Marketing your firm
9:00-10:00	Dave Bieganowski:	Firearm 101
10:00-10:15	BREAK	
10:15-12:00	Haider Kazim:	Law Enforcement Defense in Civil Rights Actions
12:00-1:30	Exhibitor's Lunch	
1:30-3:00	John Allen:	Ethics
3:00-3:15	BREAK	
3:15-4:30	Erin House:	Attorney General's SAKI project
4:30-5:30	Tara and Kathy:	Leadership
5:30-6:00	First Timer's Reception	



Certification Corner

by Paula Steffey, PP, CLP-SC, CWCP

Congratulations to Cathy Zackery, CLP for being the winner of the Office Accounting quiz in February. She received a \$5.00 gift card to Biggby Coffee.

Do you have a certification – ALP, PLS/CLP or PP and need to recertify? Are you finding it difficult to find CLE opportunities? If so, below are some ideas to assist you.

First, I would recommend going to the NALS, Inc. Online store and check out the past and future webinars. <https://nals.site-ym.com/store/ListProducts.aspx?catid=383587>

Second, I would recommend that you check out the various opportunities that are offered each month through the NALS Resource Center. Take the March 2018 CLE Quiz: Legal Latin, score 90% or better and you will receive 2 FREE CLEs automatically upon completion. You may even use outside sources for the answers, if necessary. Go to the link below to take the online quiz:

<https://nals.site-ym.com/surveys/?id=March 2018 CLE Quiz>

Third, I would recommend attending CLE events offered through other chapters.

Fourth, I would recommend checking out some of the various legal sites and see what is available. If you ever have a question as to whether or not the webinar/seminar would be eligible for CLE credit, send an email to Maria at the Resource Center (cert-edu@nals.org) and she will be more than happy to assist you. Below are a few of my favorites:

National Institute for Trial Advocacy (www.nita.org)

Go to the tab “Studio71 Webcasts”.

A2L Consulting (www.a2lc.com)

Go to the tab “Resources” and then “Webinars”.

Institute of Continuing Legal Education (www.icle.org)

Go to the tab “Store” and then “Seminars”.

LexisNexis (<https://www.lexisnexis.com/en-us/challenge/cle-webinar.page>)

Fifth, I would recommend checking out some of the seminars/webinars offered by various law firms or bar associations.

Plunkett Cooney (www.plunkettcooney.com)

Go to the tab “News & Events” and then “Seminars & Events”

Lastly, I was recently made aware that Perfectly Paralegal (www.perfectlyparalegal.com) is offering 25 CLE (including 3 ethics) for only \$150, and that they have been approved by NALS for CLE credit. For more information go to:

<https://www.perfectlyparalegal.com/p/2018-paralegal-cruise>

Because the NALS certifications are not state specific you can attend seminars/webinars offered in other states too. Whatever you choose, make sure you either receive a certificate of attendance or make a copy of the agenda or brochure to attach to your Professional Development Journal.

If you are not interested in attending seminars/webinars, you can always earn recertification points by participating in other educational activities such as successful completion of postsecondary education courses, by teaching a seminar/workshop, authoring an article or publication, and even self study.



We surprised President Cathy Zackery with a baby shower at our February 27 general membership meeting.

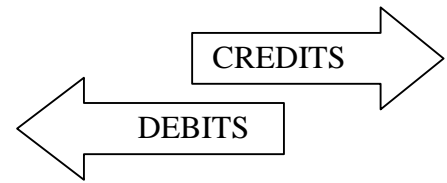
Baby Boy Zackery is due early April – so March will likely be Cathy's last meeting with us before maternity leave.

Best wishes, Cathy!!



Certification Corner

by Paula Steffey, PP, CLP-SC, CWCP



Office Accounting

ANSWER KEY

1. A blank endorsement consists of only the signature of the payee.
2. A lawyer must keep all funds of a client in a trust account.
3. The fundamental accounting equation: liabilities + equity = assets
4. An outstanding certified check is listed separately from the other outstanding checks because it has already been charged to the account by the bank and deducted as a payment.
5. Any time a client pays a retainer that money needs to be deposited into the firm's trust account.
6. There is absolutely no margin for error in payroll accounting.
7. Three factors that must be considered when computing interest are: (1) time period, (2) interest rate, and (3) principal.
8. A string of related activities for the same client and on the same matter is referred to as block billing.
9. The difference between the total debits and total credits posted to an account is called the balance.
10. A contingency fee is a fee that is a percentage of the amount obtained in negotiation or litigation with another party.

BENEFIT PAYS WITH PURPOSE – NALS OF MICHIGAN

Benefit is a digital gift card platform that funds the things that matter most through everyday transactions. Cards are purchased and delivered within seconds to the mobile app for immediate in-store redemption. Each purchase earns up to a 20% rebate that is sent to a school, non-profit organization or a personal life expense of the users choice.

Consumers Shop. Benefit Gives. Everyone wins.

Finance Committee Benefit fundraising program: www.benefit-mobile.com



All you need to do is download the App (for I-phone or Android), select “NALS of Michigan” as the beneficiary, purchase a gift card and a portion of the proceeds goes to NALS of Michigan.

You don't need to purchase gift cards just to give as gifts – you can purchase a gift card for yourself prior to going shopping or out to dinner. You'll be spending that same amount of money anyway so why not help our organization at the same time. A few examples are participating retailers are Applebee's, Bath & Body Works, Bed Bath & Beyond, Best Buy, Burger King, K-Mart, Lowe's, Old Navy, Panera, Petco, Starbuck's, Target, Staple's, Walmart, Home Depot, Whole Foods, Zappo's and many more.

info@morettigroup.net

www.morettigroup.net



**The trusted name in court reporting services since 1988
and here is why:**

- Professional and experienced court reporters
- Extremely competent office and production staff
- Statewide complimentary conference rooms
- Videoconferencing sites statewide and nationwide
- Handle requests in a professional and timely manner
- Network with reputable firms nationwide
- Online access to transcripts and exhibits
- We are an **Ethics First** court reporting firm

**Our conference rooms are located in
Kalamazoo, Grand Rapids, St. Joseph, Battle Creek,
Brighton, Ann Arbor, Mt. Clemens & Troy
269.343.0118 800.536.0804**



Our February 27 general membership meeting featured Attorney David Buday speaking about the "Me Too" movement from the employer's perspective.

CALENDAR

March 17, 2018

KCBA K-Wings St. Patrick's Day Green Ice

Venue: Wings Event Center, 3600 Vanrick Drive,
Kalamazoo, MI 49001

Doors at 6:00 p.m.; Show at 7:00 p.m.

Sign up at: <http://go.kwings.com/kcba>

March 21, 2018

NALS 2018 Online Leadership Course Release

March 22, 2018

Fundraising Event to Support the YWCA

Venue: Danielle Streed's home

5:01 – 7:00 p.m.

Or mail check to: YWCA, Attention Beth Romeo and
in the notes section put "Streed/Weathers event"

March 27, 2018

NALS of Greater Kalamazoo General Membership Meeting

Venue: Miller Johnson, 100 W. Michigan Ave., Suite
200, Kalamazoo, MI 49007

5:30 p.m. Networking; 6:00 p.m. Dinner

Speaker: Jeff Haywood

Topic: Security Awareness

Contact: Monica Kim monpkim@gmail.com

March 29, 2018

NALS Foundation Registration Opens for 5K

Online registration:

<http://www.nals.org/events/EventDetails.aspx?id=1071411&group=>

April 6-7, 2018

Adventure Tulsa 2018

Venue: Hyatt Regency Tulsa, 100 East Second Street,
Tulsa, Oklahoma 74103

Online registration is available until: 03/01/2018 at

<http://www.nals.org/events>

April 9, 2018

NALS Online Membership Meeting

8:30 p.m.

Speaker: NALS Resource Center Staff Member or a
NALS Board of Director

Sign up at www.NALS.org/2018NOMM

April 19, 2018

Fundraising Event to Support the YWCA

Venue: Janene Weathers Pirbhai's home

5:01 – 7:00 p.m.

Or mail check to: YWCA, Attention Beth Romeo and
in the notes section put "Streed/Weathers event"

April 24, 2018

NALS of Greater Kalamazoo General Membership Meeting

Venue: Jac's Cekola's Pizza, 7638 S. Westnedge Ave.,
Portage, MI 49002

5:30 p.m. Networking; 6:00 p.m. Dinner

Speaker: Kevin McCarthy

Topic: TBD

Contact: Monica Kim monpkim@gmail.com

April 26-29, 2018

NALS of Michigan 57th Annual Meeting

Venue: Shanty Creek Resorts, 5780 Shanty Creek
Rd., Bellaire, MI

Contact: Kathy Blunck

kblunck@thompsononeillaw.com

May 3, 2018

Law Day

Venue: Cityscape, 125 S. Kalamazoo Mall,
Kalamazoo, MI 49007

11:30 a.m. – 1:15 p.m.

Speaker: TBD

Topic: Separation of Powers: Framework for
Freedom

May 15, 2018

NALS of Greater Kalamazoo Social Event

Venue: The Cheese Lady, 7035 West Q Avenue,
Kalamazoo, MI 49009

6:30 p.m.

Cost: \$25/person

Email: Michele Guyman

(mightymmo@sbcglobal.net) to attend.

May 19, 2018

ALP Certification Exam

May 20, 2018

March for Babies

Venue: Celery Flats Interpretive Center, 7335
Garden Lane, Portage, MI 49002

Registration: 9:00 a.m.; Starts: 10:00 a.m.

Contact: Tami Carl carlt@millerjohnson.com

May 22, 2018

NALS of Greater Kalamazoo General Membership Meeting

Venue: Main Street, 5462 Gull Rd., Kalamazoo, MI
5:30 p.m. Networking; 6:00 p.m. Dinner

Speaker: Beckett Jones

Topic: Criminal Sexual Conduct

Contact: Monica Kim monpkim@gmail.com



The NALS Foundation is hosting a Virtual 5K this Spring to raise money for its continued mission of enhancing educational opportunities.

4/1/2018 to 5/15/2018

Registration will open on March 29!

<http://www.nals.org/events/EventDetails.aspx?id=1071411&group=>

About This Activity

As part of the NALS Foundation **Full Circle Campaign**, the NALS Foundation Trustees are hosting a second virtual 5K (3.1 miles). This means you can run (or walk!) anytime and anywhere, even on a treadmill or on your breaks. All participants will be earning an awesome medal for themselves while raising money to support the enhancement of the legal support profession.

All proceeds from this event are tax-deductible and will go toward supporting NALS Foundation efforts and projects.

About This Charity

The NALS Foundation was established in 1989 and is dedicated to ensuring a rewarding future for you and all legal support professionals.

Since its establishment, the NALS Foundation has created, supported, and/or mandated the following projects that support NALS members, paralegal and legal professional students, certification examinees, NALS conferences, and the NALS Resource Center:

- Funded communication technology to enhance the NALS annual conference experience

- Established a state and local chapter grant program that has assisted with over \$10,000 in only the past 3 years of the program**

- Sponsored keynote speakers for NALS annual conference

- Sponsored the implementation of online NALS certification exam testing (**coming soon!**)

- Expanded NALS certification study materials by funding an online learning platform used for mock exams and online courses

- And awarded NALS members a better online experience through a social function upgrade to NALS online membership area NALS.org/Login

How It Works

Simply register and pay your \$30 registration (+ \$5 shipping) using the button at the top of this page.

Registration will open on March 29!

Print the marathon bib, if you wish, in the registration confirmation email.

Complete the distance anytime and anywhere you desire, even on a treadmill.

Then, submit your completed finish time to our website **here**.

Once you have submitted your finish time, you will receive your medal by mail.

Submit Your Progress by May 15, 2018!

Race closes on May 15, 2018 by end of day.

NALS OF GREATER KALAMAZOO
Minutes Tuesday, February 27, 2018 meeting at Miller Johnson

NALS of Greater Kalamazoo met on Tuesday, February 27, 2018 at Miller Johnson; notice of the meeting having been duly given to all members. Seventeen members were present, and two guests including our speaker David Buday. A brief meeting was held after our speaker presented.

1. Call to Order: President Cathy Zackery, CLP called the meeting to order at 7:38 p.m.
2. Minutes (General Membership): Minutes were published in the Pleadings. It was moved by Nancy Thomas, PLS and seconded by Diane Berry, PLS to approve the Minutes of the January General Membership meeting. Motion passed.
3. Treasurer's Report: Jen Robinson - The Treasurer's report was published in the February Pleadings. Diane Berry, PLS moved to accept the Treasurer's report subject to audit; seconded by Nancy Thomas PLS; motion carried.
4. Corresponding Secretary's Report: Brenda Knapp- We are all caught up on cards and a thank you card will be sent out to our speaker this evening.
5. Director's Report: Nancy Thomas, PLS - The State Legal Education Meeting scheduled for Saturday, February 10, 2018 at Foster Swift was cancelled. NALS of Lansing is having a seminar on Saturday, March 10, 2018. Several members are going to that seminar.
6. Committee Reports: The following committee reports were given:
 - A. Membership: Michele Guyman absent- It was reported that our current membership stands at 38 members.
 - March 17, 2018- St. Patrick's Day- Green Ice hockey game hosted by the KCBA.
 - May 3, 2018- Law Day- more information to follow.

Discussion had on the next social event; it was decided that the event was to be held at the Cheese Lady. More information to follow.

Report on the Big Brothers/Big Sisters Bowl for Kids Sake: 4 participants and lots of donations.

Programs/Reservations:

- i. March 27, 2018, Jeff Haywood-Miller Johnson
- ii. April 24, 2018, Kevin McCarthy- Jac's Cekola's Pizza
- iii. May 22, 2018- Becket J. Jones- Criminal Sexual Conduct, Main Street Pub (Gull Road)
- iv. June 26, 2018, Ian Kennedy, TBD
- v. July 2018-U.S. Legal
- vi. August 2018- Moretti Group

B. Ways & Means:

- i. Diane Berry, PLS- Schwan's Campaign- 20% discount ended February 22, 2018. Now we have a 5% discount.
- C. Employment: Pam Wilcox reported that there was one employment opportunity available at an Intellectual Property firm.
- E. Education: Paula Steffey, PP, CLP-SC, CWCP, talked about a certification corner. She will follow up to see if puzzles, quizzes and PowerPoint presentations would work toward CLEs.
- F. Scholarships: The applications are out. The applications are due in April 13, 2018.

7. Old/New Business:

- a. 2018 Annual Meeting: The NALS of Michigan annual meeting is coming up. Nancy Thomas, PLS, is selling raffle tickets- \$5.00 each or 5 for \$20.00. Discussion to buy ad space- \$100.00 for a full page or \$62.50 for ½ page ad. Motion approved to purchase 1/2 page ad. Chapter raffle--Gift Card leaf or tree--looking for gift card donations.
- b. Nomination Committee: One position left to fill for the 2018-2019 NALS Board.
- c. Liberty Bell Award: Paula Steffey, PP, CLP-SC, CWCP: We did not win. The Kalamazoo Law Library came in first, we came in second. We can try again new year.
- d. Law Day: May 3, 2018. 11:30-1:15 p.m. at City Scape. Able to order tickets online. Tickets are \$20.00 to \$30.00 each. Looking for a speaker.

8. Upcoming Meetings:

- A. The next Board meeting will be Tuesday, March 6, 2018 at Plunkett Cooney.
- B. The next General Membership meeting will be held on Tuesday, March 27, 2018 at 5:30 p.m. at Miller Johnson.

9. Announcements:

There being no further business to come before the membership, the meeting was adjourned at 7:57 p.m.

Respectfully submitted,
Andrea M. Kardatzke, Recording Secretary

SEEKING GIFT CARD DONATIONS!



The NALS of Michigan Annual Meeting is right around the corner, April 27-28, 2018, at Shanty Creek. As part of our annual chapter's "finance project," we would like to put together a raffle basket of gift cards. **Therefore, we are soliciting gift card donations to include in the basket.** Ideas: gas stations, coffee houses, stores, restaurants, on-line sites. (Keep in mind the winner could be from another part of the state.) Anything from \$5 on up would be welcome! Bring your donations to the next meeting, or send to Vice President Michele Guyman.

NALS Quarterly Membership Meetings

NALS is offering Online Membership Meetings to be held from 7:30-8:30 p.m. on the following dates:

January 15, 2018
April 9, 2018
July 9, 2018
October 8, 2018

To register for any of the online membership meetings go to:

www.NALS.org/2018NOMM

You will earn one (1) hour of continuing legal education from the presentation.



Contact Nancy Thomas at thomasn@millercanfield.com for tickets.
You need not be present to win.



NALS OF MICHIGAN FUNDRAISING RAFFLE

**First Prize: Premium
Detroit Tigers Home
Game Tickets (4) plus
parking pass
(\$400 value).**



**Second Prize:
Specialized Stained
Glass Window by
Hart of Glass
(\$150 value).**



**Third Prize: Cash in the
amount of \$100.**

**Costs: \$5 each or
5 tickets for \$20**

**DRAWING WILL BE HELD
AT NALS OF MICHIGAN'S
47TH ANNUAL MEETING
AT SHANTY CREEK
RESORT, BELLAIRE, MI**



**You do not need to be
present to win.**

*The Mission of NALS of Michigan is to empower legal support professionals to
succeed through education, certification, and networking.*

NALS OF MICHIGAN 57th Annual Meeting and Educational Conference

April 26-29, 2018—Shanty Creek Resorts, Bellaire

REGISTRATION INFORMATION

Please add a \$20 late fee for any registration postmarked after March 24, 2018 | Full Registration includes all educational seminars and events

Name _____

Local Chapter _____

Certification(s): _____

Badge Name/Nickname _____

Address _____

City _____ State/ZIP _____

Work _____ Home _____

Email _____

*Guest(s) _____

Please describe any accommodation (mobility, dietary restrictions, etc.) you will need: _____

(Please check all that apply.)

- ☐ Member
☐ Past State President
☐ First Time Attendee

☐ Student Member
☐ State Officer

☐ I will be attending the First Timer's Reception on Friday Afternoon
 (Those attending the Conference for the first time are strongly encouraged to attend)

CHECK PAYABLE TO: NALS of Michigan 2018 Annual Meeting Fund
 Amount of check enclosed \$ _____

MAIL REGISTRATION FORM TO:

Kathy Ann Blunck
 Thompson O'Neil
 309 East Front Street
 Traverse City, MI 49684
 Email: kblunck@thompsononeillaw.com

SCHEDULE OF EVENTS (Check all events that you plan to attend.)

Please check only one: ☐ Full Registrant
☐ Partial Registrant (go to next column)

Full Registration Fee Schedule:

- ☐ Postmarked on OR BEFORE March 24, 2018
☐ Member \$145 ☐ Future Member \$195
- ☐ Postmarked AFTER March 24, 2018
☐ Member \$165 ☐ Future Member \$225

GUEST

- ☐ Friday Exhibitor/Candidate Lunch (\$28)
☐ Saturday Certification Lunch (\$28)
☐ Saturday Banquet (\$48)

NOTE: If more than one guest will be accompanying you, please attach a separate sheet with information. If your guest is attending meal functions, please refer to the partial registration fee schedule.

Partial Registration Fee Schedule--Please Check all that Apply

Member

Future Member

- | | | | |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Friday <u>Only</u> (includes all meals and breaks) (\$75.00) | <input type="checkbox"/> | Friday <u>Only</u> (includes all meals and breaks) (\$100) |
| <input type="checkbox"/> | Saturday <u>Only</u> (includes all meals and breaks) (\$100.00) | <input type="checkbox"/> | Saturday <u>Only</u> (includes all meals and breaks) (\$150) |

HOTEL INFORMATION

Reservations can be made directly through the hotel.

<http://reserve.shantycreek.com/?g=445905>

Guest Room \$89/Studio Parlor \$109 per night. A deposit equal to one night's stay is required to hold each individual's reservation.

QUOTED ROOM RATES ARE AVAILABLE UNTIL MARCH 26, 2018.

REFUND POLICY: Fifty percent (50%) refund if received before April 1, 2018. **No refund after April 1, 2018.** No exceptions.

NO SMOKING POLICY: In consideration of attendees, please find designated outdoor smoking areas.

LUCKY NUMBER GIFT AUCTION

TO BENEFIT THE SCHOLARSHIP FUND

We will be having a Lucky Number Gift Auction at the 2018 Annual Meeting where brand new “gifts” will be put together to make beautiful gift baskets of various themes. With everyone’s help we will be successful!!!

So how can you help? That is easy!

Have you ever received a gift that is really nice, but you will never use it? Have stuck it in your bottom drawer? Would love to re-gift it, but to whom? Re-gift it to NALS OF MICHIGAN!!!

That beautiful set of stationery that you received, despite never writing letters, is too good to use for scrap paper. What about the soft, fuzzy pair of slippers that is a size too small? Or the one too many coffee mugs you received this year – doesn’t anyone know you don’t drink coffee? What about the jewelry you received that doesn’t go with a single outfit you own (and doesn’t make your eyes sparkle)? Or those gift cards you have had in the bottom of your wallet for over a year? You get the idea.

Maybe you are a bargain shopper and picked up several items that were on clearance for 70-90% off.

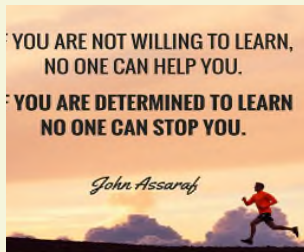
We are collecting all of those brand new, never used gifts between now and February 10, 2018. Please bring your items to Jodi Velez, CLP at any of the board meetings, chapter meetings, or get in contact with her for a special meeting time and place.

Contact information for Jodi L. Velez, CLP

Address: 10248 Coster Rd SW, Fife Lake, MI 49633

Phone: 231.313.7891

Email: jlvelezii@yahoo.com



Choose
from over
300
delicious
foods
delivered
to your
door!

We earn 5%
cash back
now thru
May 22!



36295

Spring 2018 Schwan's Campaign



engage
inspire
enhance
promote

Go on-line today and place your order using
Campaign ID: 36295



<https://www.schwans-cares.com/c/36295>

**NALS of Greater Kalamazoo
thanks you for your support!**

NALS of Greater Kalamazoo
March 2018 Monthly Membership Meeting and CLE

Tuesday, March 27, 2018

Miller Johnson Law Office
100 W. Michigan Avenue, Suite 200
Kalamazoo, MI 49007
269.226.2950

SPEAKER

Jeff R. Haywood
Technology Trainer
Miller Johnson

TOPIC

Tech Security Tips:
How To Thwart Hackers



Jeff Haywood, a Technology Trainer at Miller Johnson since 2012, will show some examples of threats against law firms and the inside story of how some of the most notorious hacks have hit companies and celebrities. He also will share some tech security tips for your home and personal life.

Before coming to Miller Johnson, Jeff worked as an editor, technology columnist and trainer at The Grand Rapids Press. In both jobs, he has found joy in trying to make the complex easier to understand.

Jeff, who grew up in Barry County, lives with his wife and two teenage daughters in the suburbs of Grand Rapids.

AGENDA

5:30 p.m. – Networking

6:00 p.m. – Dinner

6:30 p.m. – Speaker Presentation (CLE)

A short chapter business meeting will follow the continuing legal education.

DINNER

Dinner will be a hot bar from Qdoba including nachos, tacos and burrito bowls. Toppings include grilled chicken, grilled steak, cilantro-lime rice, seasoned brown rice, black beans, pinto beans, hand-smashed guacamole, lettuce, shredded cheese, sour cream, a variety of salsas, and non-alcoholic drinks.

Cost: \$13.00 per person.

A variety of wines will be available for a donation.



RESERVATION PROCEDURE

E-mail your reservation to Monica Kim at monpkim@gmail.com or call 269.697.3515 **no later than 5:00 p.m. on Friday, March 23, 2017** to reserve your spot. Give your payment to Jen Robinson, NALS Treasurer, at the meeting. Checks are welcome. If you pay in cash, please bring the exact amount. SORRY, BUT ONCE THE RESERVATIONS HAVE BEEN CALLED IN, YOU WILL BE RESPONSIBLE FOR PAYMENT FOR YOUR ORDER IF YOU HAVE TO CANCEL AND DO NOT FIND A REPLACEMENT.

2017 - 2018 Officers

Cathy A. Zackery, CLP, President

Phone: 382-0444; czackery@levine-levine.com

Michele Guyman, Vice President

Phone: 586-557-4054; mightymmo@sbcglobal.net

Andrea Kardatzke, Recording Secretary

Phone: 599-7197; andreanixonparalegal@gmail.com

Brenda Knapp, Corresponding Secretary

brendank5@hotmail.com

Jennifer Robinson, Treasurer

Phone: 459-9500; jen@austin-koffron.com

Nancy Thomas, PLS, Director

Phone: 381-7030; thomasn@millercanfield.com

Lucinda Broecker, PLS, Immediate Past President

Phone: 337-7812; lbroecker@honigman.com

Diane Y. Berry, PLS, Parliamentarian

Phone: 226-8860; diberry@plunkettcooney.com

* * * * *

Nancy Thomas, PLS, *Pleadings* Editor

Phone: 381-7030; thomasn@millercanfield.com

CALENDAR

Next Board Meeting

Tuesday, April 3, 2018

5:30 p.m.

Location: Miller Canfield

March General Membership Meeting:

Tuesday, March 27, 2018

5:30 p.m.

Miller Johnson

Program: Tech Security Tips

April General Membership Meeting:

Tuesday, April 24, 2018

5:30 p.m.

Jac's Cekola Pizza

Program: Kevin McCarthy

NALS of Michigan Annual Meeting

April 27 - 28, 2018

Shanty Creek Resorts, Bellaire



**NALS of Greater Kalamazoo
P.O. Box 50221
Kalamazoo MI 49005**