



## TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS DECEMBER, 2018 NEWSLETTER

*President's Message*  
*Jo Ruth Hancock, CP*

Dear TAALP Members:

It is totally crazy how fast this calendar year has flown by and we are already well into December and two weeks away from Christmas! I love this time of the year and the Christmas holidays, but boy am I tired! It is so fast paced, and every year I think that this is the year I will be prepared ahead of time and sit back and enjoy the holidays, but so far, that has not worked out so well for me! I'm enjoying them nonetheless, but not so much sitting back! Not only is Christmas a time of celebrating the birth of our Savior, which is the reason for the season, it is also a time to reflect on all the blessings we have, a time for getting together with friends, family, and loved ones, and a time for merriment and happiness. However, in spite of all our good fortune, we need to slow down long enough to remember those who are less fortunate, the ones who suffer from poor health, and the ones who spend Christmas alone. I challenge you, as you hurry through this Christmas season, to take time to notice the people around you and spread some Christmas cheer every chance you get. Donate to your favorite charity, pick someone from an Angel Christmas tree for your family to buy gifts for (you and your family will be the ones who truly receive the blessing), bake something and/or buy a cozy throw and take it to an elderly neighbor, family member, nursing home resident or shut-in at your church. In spite of all the things you have going on, slow down long enough to reflect on all things good in your life and count your blessings!

We have a fun Christmas event lined up for you this year. We will be playing Christmas music softly in the background, allowing you the opportunity to visit AND we will have our first ever since I've been on the Board (and hopefully annual) ornament exchange game! BE SURE TO BRING A WRAPPED ORNAMENT (\$10 LIMIT) for a fun gift exchange game. Mark your calendar for **December 13, 2018, at noon at the Chamber of Commerce** for this fun and festive event. We love new folks, so bring a guest/co-worker with you...just be sure they bring an ornament too for the exchange game! We want to say **THANK YOU** to **Lexitas** for sponsoring our meeting this month!!

I am so pleased to announce that for our Thanksgiving community service project we collected \$600 from you. Your generosity always touches my heart! Your contributions really meant a lot to the shut ins who would have otherwise not had Thanksgiving!

For our **December** Community Service project, we are donating to Toys for Tots so that some special children will have presents on Christmas morning. Please bring your toy donations, cash, or checkbook to our December meeting and donate to this cause.

Our Sunshine Committee, chaired by **Cindy Kirby**, does a fabulous job of reaching out to everyone on their birthday with a little extra special birthday treat! If you know of a member who is sick, facing surgery, death of a family member, or any other crisis, please let us know. We care! Cindy's email address is [cindy@sscfirm.com](mailto:cindy@sscfirm.com).

I sincerely wish each of you and your families a **Very Merry and Blessed Christmas** and a **Happy and Safe New Year too!**

See you Thursday!

Jo Ruth

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

**Just email me at:**

**[melissa.wallace@burtonoil.com](mailto:melissa.wallace@burtonoil.com) for more information.**

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

<b>Business Card -</b>	<b>\$10.00</b>
<b>Quarter Page -</b>	<b>\$20.00</b>
<b>Half Page -</b>	<b>\$30.00</b>
<b>Full Page -</b>	<b>\$50.00</b>

**NOTICES:**

The price of lunch is \$15.00 which covers an hour of CLE and a full course meal; salad, entrée, drink and dessert. Feel free to bring your own lunch with you should you chose not to eat the catered meal.

When responding to your evite, please note whether you will attend and whether or not you will eat so an accurate count can be provided to the caterer. 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, and we look forward to seeing you at the next meeting!

TAALP was honored and blessed to make a donation to Meals on Wheels East Texas - “A Ministry Serving Our Community “. Graciously accepting our donation is Kari Kietzer, president and chief executive officer of Meals on Wheels Ministry.

Tyler-based Meals on Wheels feeds nearly 3,000 people, including many seniors, disabled and homebound residents in Smith, Greg, Henderson, Upshur, Wood and Van Zandt counties.

The TAALP Community Service Committee is grateful to the kind and generous TAALP members who donated to the Thanksgiving Community Service Project. Your thoughtful contributions will help the incredible Meals on Wheels organization continue to be a ministry serving our community.



Tyler Area Association of Legal Professionals held their November Luncheon Meeting last Thursday, November 8, 2018, at noon at the Hub. Our speaker was attorney Eric Kolder with Ramey & Flock, and his topic was - The Other Side of the “Me Too” Movement. It was very interesting and informative. We want to thank Deposition Resources for sponsoring our meeting.



**Every Child  
Deserves a Little  
Christmas.**



*For our 2018 Christmas Project, TAALP is honored to announce that we will be collecting toys and money for the Marine Toys for Tots Foundation of Smith County – Toys For Tots will make sure that some of our less fortunate children in Smith County, ages 2-12, will have presents under their tree for Christmas!*

*If interested in donating please bring a new, unwrapped toy or monetary donation to the next TAALP Christmas Meeting or contact our Sunshine Committee chairperson, Cindy Kirby, and she will be happy to come to your office for a pick up.*

**Deadline for donations is December 19<sup>th</sup>.**

**TAALP**  
**MINUTES OF DECEMBER 5, 2018 BOARD MEETING**  
**By: Helen G. Koch, Recording Secretary**

The Executive Board met at JACK RYAN'S on Wednesday, December 5, 2018, for the monthly meeting. The following board members were present: Jo Ruth Hancock, President; Leatha Kopech, President-Elect; Lisa Betts, 1<sup>st</sup> Vice President; Carrie King, Treasurer; Helen G. Koch, Recording Secretary; Melissa Wallace, Corresponding Secretary; and Bonnie Brooks, Parliamentarian.

Absent were: Penny Clarkston, 2<sup>nd</sup> Vice President and Ann Kuhn, Executive Advisor.

Jo Ruth Hancock called the meeting to Order at 12:16 pm

**JO RUTH HANCOCK, President:**

**Old Business:**

- 2018-19 Renewal Membership total to date 95
- November meeting attendance 37

**New Business:**

- Our Christmas community service project has been selected. We are excited to donate to Toys for Tots.
- Christmas ornament exchange. \$10.00 limit.

**LEATHA KOPECH, President-Elect**

- NALA mid-year report was due on December 1, 2018, and was submitted to NALA on November 28, 2018.
- NALA Annual Report is due June 1, 2019.

**LISA BETTS, 1<sup>st</sup> Vice President:**

- Membership Renewals/Outreach
- Evite for December meeting - send evite after board meeting and send reminder the following Monday. Jack Ryan's will be catering. Menu will be provided later today.

**PENNY CLARKSTON, 2<sup>nd</sup> Vice President: - ABSENT**

December Speaker

NONE - we will have Christmas Ornament Exchange and enjoy socializing with our fellow members.

Carrie King will bring dessert and some Christmas music to play SOFTLY in the background.

January Speaker: Smith County Judge Nathaniel Moran will be speaking on “Interacting with the Court: A View from the Inside”

**HELEN KOCH, Recording Secretary**  
Board Meeting Minutes

Helen Koch moved that the Minutes of the December, 2018, board meeting be approved, as reported in the Transcript. The motion was seconded by Carrie King, and it carried.

**MELISSA WALLACE, Corresponding Secretary:**

- Publish the newsletter by Wednesday, December 12, 2018. **Deadline** to get your information to Melissa is **Friday, December 7, 2018, by 5:00 pm.**
- Ads for the Newsletter - Are our advertisers renewing their ads?
- December spotlight member: Gaye Finley-Boyton, CP
- January spotlight member: \_\_\_\_\_

**WELCOME to a new advertiser to our Transcript. McKenzie Life Care Planning.**

**CARRIE KING, Treasurer :**

- Treasurer’s Report

Carrie King moved that the revised Treasurer’s Report for December, 2018, be approved and filed for audit. The motion was seconded by Jo Ruth Hancock, and it carried.

Renewing the Go Daddy website was discussed. \$347.46 this year. Carrie King moved that the website renewal be approved and paid. The motion was seconded by Jo Ruth Hancock, and it carried.

**ANN KUHN, Executive Advisor:**

**BONNIE BROOKS, Parliamentarian:**

**Next Regular Meeting: December 13, 2018 - The Chamber**  
**Next Board Meeting: January 2, 2019 - Jack Ryan’s**

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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.

**EMPLOYMENT – December, 2018**

*Contact: Lisa Betts  
TAALP Job Bank Coordinator  
903.534.0200 or [lisa@sscfirm.com](mailto:lisa@sscfirm.com)*

<b>Position</b>	<b>Practice Areas/Job Description</b>	<b>Location</b>
1. File Clerk/Runner	Full-time file clerk ; knowledge of legal field required	Tyler
2. Receptionist	Full-time Receptionist needed for a disability firm. Must be bilingual and exp in ordering medical records a plus.	Tyler








NOTE: Job postings are for TAALP members. If you share with a friend/co-worker, please advise them that they have to be a member in order for the job bank to be shared or their resume forwarded.








The Executive Board of TAALP would like to thank all of the following for your membership:

<b>Aaron, Liz</b>	<b>Dillon, Candice</b>	<b>Holmes, Cayce</b>	<b>Power, Kerri</b>
<b>Anderson, Katrina</b>	<b>Discovery Records</b>	<b>Jackson, Laura</b>	<b>Rex, Renda</b>
<b>Barron, Jennifer</b>	<b>Dixon, Renee</b>	<b>Jobe, Baily</b>	<b>Robison, Rhonda</b>
<b>Bass, Nancy</b>	<b>Dunn, Becky</b>	<b>Johnson, Brittany</b>	<b>Rowe, Krystal</b>
<b>Beck, Karen</b>	<b>Earls, Kristen</b>	<b>Johnson, Javan</b>	<b>Sepmoree, Tina</b>
<b>Betts, Lisa</b>	<b>Eichelberger, Carla</b>	<b>Johnson, Sandy</b>	<b>Sherrill, Sharon</b>
<b>Black, Alexandra</b>	<b>Elite Deposition</b>	<b>King, Carrie</b>	<b>Shoemaker, Sarah</b>
<b>Blubonnet Process</b>	<b>Technologies</b>	<b>Kirby, Cindy</b>	<b>Skeen, Barbara</b>
<b>Service</b>	<b>Evans, Karen S.</b>	<b>Kirby, Hailey</b>	<b>Smith, Jennifer</b>
<b>Brooks, Bonnie</b>	<b>Finley, Gaye</b>	<b>Knighton, Tina</b>	<b>Snowden, Kim</b>
<b>Brotherton-Pyatt,</b>	<b>Flowers, Marilyn</b>	<b>Koch, Helen</b>	<b>Sosa, Yecenia</b>
<b>Margaret</b>	<b>Forbey, Lauren</b>	<b>Kopech, Leatha</b>	<b>Sparks, Rhonda</b>
<b>Brownlow, Laura</b>	<b>Franklin, Katrina</b>	<b>Kuhn, Ann</b>	<b>Starcher, Darcy</b>
<b>Buchanan, Ann</b>	<b>Freeman, Tabitha</b>	<b>Lexitas f/k/a Depo Texas</b>	<b>Stewart, Clothilda</b>
<b>Burgess, Ginny</b>	<b>Fulkerson, Chris</b>	<b>Liska, Rhonda</b>	<b>Taylor, Vickie</b>
<b>Chavez, Karina</b>	<b>Godwin, Carol</b>	<b>Lollar, Melinda</b>	<b>Tekell, Amanda</b>
<b>Clarkston, Penny</b>	<b>Goley, Carol</b>	<b>Marshall, Tracy</b>	<b>Thomas, Deborah</b>
<b>Collins Investigations</b>	<b>Hall, Carrie</b>	<b>Martin, Kara</b>	<b>Toon, Kristine</b>
<b>Connor, Sarah</b>	<b>Hancock, Jo Ruth</b>	<b>May, Tamara</b>	<b>Turchi, Brandi</b>
<b>Coplan, Patricia</b>	<b>Hanks, Julie</b>	<b>Mayfield, Tammye</b>	<b>Walker, Aryn</b>
<b>Crawford, Melani</b>	<b>Harvey, Terri</b>	<b>Murphy, Julie</b>	<b>Wallace, Melissa</b>
<b>Crim, Nancy</b>	<b>Hays, Sarah</b>	<b>Newman, Kristen</b>	<b>Ward, Dana</b>
<b>Deck, Mary</b>	<b>Hemphill, Carla</b>	<b>Nichols, James</b>	<b>Watson, Christy</b>
<b>Deposition Resources</b>	<b>Hesse, Wendy</b>	<b>Parker, Nancy</b>	<b>White, April</b>
		<b>Nichols, James</b>	<b>Wimberley, Suzanne</b>

Our purpose of TAALP is:

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

The benefits you will have with TAALP are:

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

## 2018-2019 TAALP COMMITTEE VOLUNTEERS

COMMITTEE	VOLUNTEERS
<b>MEMBERSHIP</b>	Lisa Betts – Chairman Christine Hudson Susan Miller Tabitha Freeman Aryn Walker Lauren Forbey Alexandra Black
<b>NEWSLETTER</b>	Melissa Wallace – Chairman Susan Miller Brandi Turchi
<b>EMPLOYMENT</b>	Lisa Betts – Chairman Tabitha Freeman Carla Eichelberger
<b>JOINT LUNCHEON</b>	Tabitha Freeman Ann Buchanan Bonnie Brooks Sandy Johnson Sarah Connor - Chairman Brandi Turchi Laura Brownlow
<b>WAYS &amp; MEANS</b>	
<b>HANDBOOK</b>	
<b>NOMINATIONS</b>	Sandy Johnson Sarah Connor
<b>PROFESSIONAL ETHICS</b>	Brandi Turchi Penny Clarkston
<b>LONG RANGE PLANNING/BYLAWS &amp; STANDING RULES</b>	Ann Buchanan Sarah Connor
<b>LEGAL PROFESSIONAL OF THE YEAR</b>	Sandy Johnson Aryn Walker Barbara Skeen – Chairman

<b>PROFESSIONAL DEVELOPMENT &amp; CLE</b>	Carrie King - Chairman Jo Ruth Hancock – Chairman Penny Clarkston Tracy Marshall Leatha Kopech
<b>SCHOLARSHIP</b>	Sandy Johnson Barbara Skeen – Chairman
<b>COMMUNITY SERVICE</b>	Cindy Kirby – Chairman Cayce Holmes Lauren Forbey Katrina Franklin Sarah Hays
<b>LAW DAY</b>	Ann Buchanan Sandy Johnson Helen Koch – chairman Brandi Turchi Cayce Holmes Laura Brownlow Lauren Forbey Kristen Earls Alexandra Black
<b>FINANCE</b>	Carrie King
<b>AUDIT</b>	
<b>PROCEDURES MANUEL</b>	
<b>HISTORY</b>	
<b>SUNSHINE</b>	Cindy Kirby
<b>ANY/ALL</b>	Tina Sepmoree



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<b>DECEMBER BIRTHDAYS</b>		<b>JANUARY BIRTHDAYS</b>	
Renee Dixon	3	Gaye Finley Boynton	5
Carla Eichelberger	5	Carrie Hall	7
Melissa Wallace	5	Deborah Thomas	7
Sarah Conner	6	Jennifer Barron	11
Ginny Burgess	8	Becky Dunn	11
Penny Clarkston	12	Melinda Lollar	11
Nancy Parker	19	Sarah Shoemaker	14
Leatha Kopech	20	Laura Brownlow	20
Tabitha Freeman	27	Jo Ruth Hancock	22
Marilyn Flowers	29	Yesenia Sosa	24
		Carol Goley	25
		Tracey Marshall	29

TAALP  
would like to extend a

**BIG "THANK YOU"**

to **DAIRY QUEEN OF TYLER,**

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

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

## SPOTLIGHT MEMBER

### **Gaye Finley Boynton, CP**



My name is Gaye Finley Boynton and I am the spotlight member for this month.

Shortly after moving to Tyler from Jacksonville in 1984, I began working for Advanced Temporaries while attending college. One day during an ice storm I was given an assignment to work at a unique location for an office building that provided management and secretarial services for various tenants. The storm had prevented the building manager from making it to work. The roads were extremely bad but I was eager to find employment and made a slow and treacherous trip there. To my surprise, I was offered a job and they also paid the employment agency fee. One of the tenants was an attorney who practiced family and criminal law. He came out of his office one day and asked if I could type and the rest is history. I gained much knowledge from him and after working there for many years, I decided to apply for strictly a legal position and weaved my way into the legal profession by joining organizations and networking with other paralegals. I worked for a high profile criminal attorney for many years followed by a couple of attorneys who practiced civil litigation. I realized my love of civil litigation had determined my permanent career course.

I attained my paralegal certification from NALA in 2000. I have been blessed to work for Lance Vincent for almost 21 years. We began working together at the Potter Minton law firm and then left to open the firm of Ritcheson, Lauffer & Vincent in 2005. We represent governmental entities, insurance companies, small businesses and financial institutions.

I am married to Dan and we have four sons ages 17-23. Now that our boys are almost grown, we have begun traveling and are making a real effort to be present with our family and friends we love dearly. The friendships I have made with other legal professionals over the course of my career are truly invaluable. I have no regrets in choosing to become a paralegal. It has served me well to satisfy my strong desire to learn and help others.





## TAALP EXECUTIVE BOARD OF DIRECTORS 2018-2019

### President

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