



**TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS
SEPTEMBER, 2018 NEWSLETTER**

President's Message
Jo Ruth Hancock, CP

Dear TAALP Members:

The excitement of fall is in the air, football, and the promise of cooler days ahead! I know many of you are excited about the change the season brings. Just like the excitement of the season, we are excited about the growth TAALP is already experiencing this year. Our membership renewal is up from this time last year...let's keep it going up! Invite your friends and co-workers to attend meetings with you and to join TAALP. I appreciate the willingness of everyone who has volunteered to serve in different capacities and on many of our committees. If you have not already submitted your membership renewal, please do so soon in order to continue receiving the newsletter and invites for the meetings. Also, if you have not already volunteered to serve on a committee, we have a place for you, so please let me know where you would like to serve.

Our September meeting is Thursday, September 13, 2018, at 12:00 p.m. at The HUB in downtown Tyler. Don and Cynthia Kent will continue their talk about Lewy Body Dementia. You will not want to miss part 2 of this talk. Clear Springs is catering, and lunch is \$15.00, which covers lunch and 1 hour of CLE. We want to say THANK YOU to Lexitas for sponsoring our meeting this month.

Be sure to mark your calendar for our upcoming Joint Luncheon! This is the legal highlight of the year where the entire legal community comes together to honor the area judges. It is scheduled for October 24, 2018, 11:30 a.m. – 1:00 p.m. at Hollytree with guest speaker Trey Apffel, Executive Director of the State Bar of Texas and Editor-in-Chief of the Texas Bar Journal. Invitations will be mailed to each of you, so be sure to get a head count for your firm and get your rsvp's turned in as soon as you receive the invitation. Let's fill the room up this year!

Also, mark your calendar for a TAALP sponsored 6 hour CLE event in Tyler on October 26, 2018. Look for the flyer with details about topics, date and time in this newsletter. This CLE event is FREE to TAALP members and only \$35 for non-members. Lunch and snacks for breaks will be provided.

Our School Supply Drive was a huge success thanks to all of you awesome TAALP members! Cindy Kirby delivered our donations and that surely made some sweet little children very happy. Look for news that will be forthcoming regarding some fall community service events you will have the opportunity to participate in. Cindy is doing an awesome job of spearheading this committee. If you have an interest you would like us to look into with regard to a community service project, please let Cindy know, and she will check it out. You can email Cindy Kirby at cindy@sscfirm.com.

Also remember, we have a very active Sunshine Committee chaired by Cindy Kirby. She is doing 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! Again, Cindy's email address is cindy@sscfirm.com.

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

See you Thursday!

Jo Ruth

TAALP can help get your name out to our members.

Just email me at:

**melissa.wallace@burtonoil.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

NOTICE RE: CLE LUNCHEON

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 luncheon!



Thanks to the generosity of our TAALP members, we received \$320 in cash donations and a good amount of school supplies to provide to the Salvation Army Homeless Shelter as they prepared the children who are staying there to go back to school.

Of the money donated, \$150 was used to purchase additional requested supplies and a \$170 cash donation was given for the Salvation Army to use toward the purchase of backpacks.



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

The Executive Board met at JACK RYAN'S on Wednesday, September 5, 2018, for the monthly meeting. The following board members were present: Jo Ruth Hancock, President; Leatha Kopech, President-Elect; Lisa Betts, 1st Vice President; Penny Clarkston, 2nd Vice President; Carrie King, Treasurer; Helen G. Koch, Recording Secretary; Melissa Wallace, Corresponding Secretary; and Bonnie Brooks, Parliamentarian. Absent was Ann Kuhn, Executive Advisor. Guest attending was Sarah Connor, Joint Luncheon Chairman.

Jo Ruth Hancock called the meeting to Order at 12:10 pm

JO RUTH HANCOCK, President:

Old Business:

- 2018-19 Renewal Membership total to date 84
- July meeting attendance 38
- School Supply Drive - we collected and donated to the Salvation Army School Supply Drive \$400 cash and a lot of donated school supplies. Cindy Kirby made the delivery of the donations and they were very much appreciated.
- Outreach to continue getting new members and membership renewals.
 - Last month two members brought guests. The winner of the gift card was Leatha Kopech.
 - On October 23, 2018, Paralegal Day, Penny Clarkston will deliver cookies and TAALP membership applications to firms that do not currently have anyone involved in TAALP
 - Penny Clarkston is checking with Commissioner's Court regarding a declaration of October 23 as Paralegal Day. It will then be advertised in the Tyler Paper, giving us some exposure.

New Business:

- Joint Luncheon Committee - October 24, 2018, at Hollytree
Trey Apffel will be keynote speaker. He is Executive Director of the State Bar of Texas and Editor-in-Chief of the *Texas Bar Journal*.
- Bank Signature Card to be updated
- Committee Chairs and Volunteers/Assignments
- The CLE committee met and we began planning and preparing for our CLE event scheduled for October 26, 2018, 9:00 a.m. - 4:00 p.m. (6 hrs CLE) Free to members, and \$35 to non members. Lunch will be provided by TAALP. Committee will meet again September 12th at noon.
- October - evening meeting, October 11th, at Cantina Laredo. Celebration of Texas Paralegal Day with happy hour cocktail and cookies for membership.

LEATHA KOPECH, President-Elect:

- NALA Liaison - Affiliate Membership has been paid.

LISA BETTS, 1st Vice President:

- Membership Renewals/Outreach
- We need some system in place for verification when they select "student" membership to ensure they actually are and not just checking that box to join at the

lower membership rate. Ideas? Perhaps require that they attach a copy of their student ID to their membership application?

- Evite for September meeting - send evite after board meeting and send reminder the following Monday. I will give you the menu this afternoon.
- Having name badges at the membership meetings was discussed.

PENNY CLARKSTON, 2nd Vice President:

September Speaker	<u>Don & Cynthia Kent will be speaking about Mr. Kent's Lewy Body Dementia Diagnosis and educating others about disease and resources available for both patients and care givers (Part II)</u>
October Speaker	<u>Matt Tibbetts, Express Employment - Intervention</u>
November Speaker	<u>Eric Kolder with Ramey & Flock</u>
December Speaker	<u>NONE - Penny Clarkston has someone who will sing at the December meeting. We also discussed having an ornament exchange for fun while we socialize.</u>

HELEN KOCH, Recording Secretary

Board Meeting Minutes

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

The Minutes of the Budget Meeting will be provided to the Board with these Minutes.

MELISSA WALLACE, Corresponding Secretary:

- Publish the newsletter by Wednesday, September 12, 2018. **Deadline** to get your information to Melissa is **Friday, September 7, 2018, by 5:00 pm.**
- Ads for the Newsletter - How are ad renewals coming along?
- September spotlight member: Tina Sepmoree
- October spotlight members: _Two Board Members _____
- November spotlight members: _Two Board Members _____
- December spotlight members: _Two Board Members _____
- January spotlight members: _Two Board Members _____
- February spotlight member: _Last Board Member _____

CARRIE KING, Treasurer :

- Treasurer's Report (will be circulated and approved via email).
- Budget

Carrie King moved that the Proposed TAALP Budget for 2018-2019 be approved and filed for audit. The motion was seconded by Helen Koch, and it carried.

ANN KUHN, Executive Advisor:

BONNIE BROOKS, Parliamentarian:

Meeting adjourned at 12:50 pm.

Next Regular Meeting:	September 13, 2018 - The Hub
Next Board Meeting:	October 3, 2018 - Jack Ryan's

TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS



2018-2019 APPLICATION FOR MEMBERSHIP AND/OR

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

TYPE OF MEMBERSHIP (Check One):

- RENEWAL
 NEW MEMBER

CHECK HERE IF APPLICABLE:

- NAME/EMAIL/ADDRESS CHANGE

MEMBERSHIP RATES (Check One):

- \$50.00 ACTIVE
 \$40.00 ASSOCIATE
 \$25.00 GOVERNMENT / COURTHOUSE

(ACTIVE/ ASSOCIATE)

- \$25.00 STUDENT (ASSOCIATE)
 SUSTAINING/VENDOR

NAME: _____

SPECIALTY AREA (if any): _____

EMPLOYER: _____

POSITION: _____ HOW LONG: _____

BUSINESS ADDRESS: _____

CITY & ZIP CODE: _____

BUSINESS PHONE: _____ FAX: _____

HOME ADDRESS: _____

CITY & ZIP CODE: _____

HOME/CELL PHONE: _____

DATE OF BIRTH: _____ EMAIL ADDRESS: _____
(Month/Day)

I PREFER TO RECEIVE MAIL AT: HOME WORK

LEGAL TRAINING: _____

PROFESSIONAL DESIGNATION(S): _____
(i.e., CLA, CP, CLAS, PLS, CPS, TBLS)

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

DATE: _____ SIGNATURE: _____

COMMITTEES

THE REAL WORK OF THE ASSOCIATION IS PERFORMED THROUGH ITS COMMITTEES.
ON WHICH COMMITTEES WOULD YOU BE WILLING TO SERVE?

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

PLEASE MAIL YOUR APPLICATION WITH PAYMENT OF ANNUAL DUES TO:

(PLEASE MAKE YOUR CHECK PAYABLE TO TAALP)

TAALP 1ST VICE PRESIDENT
LISA BETTS

110 N. COLLEGE AVE. SUITE 1700
TYLER TEXAS 75702

****The membership period runs from July 1, 2018 to June 30, 2019. ****

MEMBERSHIP

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 – September, 2018

Contact: Lisa Betts

TAALP Job Bank Coordinator

903.534.0200 or lisa@sscfirm.com

Position	Practice Areas/Job Description	Location
1. Patent Paralegal	Full-time Paralegal for local patent firm; please see email from 7-25-18 for further details	Tyler
2. Paralegal	Local tax law firm looking for full-time Paralegal; see my email from 8-27-18	Tyler
3. Receptionist/Legal Asst.	Full-time receptionist/legal asst, 2-3 years legal receptionist exp, 1 year of legal asst. exp., bilingual a plus, Associate's degree preferred. See 9-10-18 email for more info	Tyler
4. File Clerk/Runner	Part-time file clerk ; three days per week, hours are flexible; knowledge of legal field required	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.

2018-2019 TAALP COMMITTEE VOLUNTEERS

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

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

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

Aaron, Liz
Anderson, Katrina
Barron, Jennifer
Beck, Karen
Betts, Lisa
Black, Alexandra
Blubonnet Process Service
Brooks, Bonnie
Brotherton-Pyatt, Margaret
Brownlow, Laura
Buchanan, Ann
Burgess, Ginny
Chavez, Karina
Clarkston, Penny
Clayton, Catherine
Collins Investigations
Connor, Sarah
Coplan, Patricia
Crawford, Melani
Deck, Mary
Delgado, Alexandria

Deposition Resources
Dillon, Candice
Discovery Records
Dixon, Renee
Earls, Kristen
Eichelberger, Carla
Elite Deposition Technologies
Evans, Karen S.
Finley, Gay
Flowers, Marilyn
Forbey, Lauren
Franklin, Katrina
Freeman, Tabitha
Fulkerson, Chris
Godwin, Carol
Goley, Carol
Hanks, Julie
Hall, Carrie
Hancock, Jo Ruth
Harvey, Terri
Hemphill, Carla
Hesse, Wendy

Holmes, Cayce
Jackson, Laura
Jobe, Baily
Johnson, Javan
Johnson, Sandy
King, Carrie
Kirby, Cindy
Kirby, Hailey
Knighton, Tina
Koch, Helen
Kopech, Leatha
Kuhn, Ann
Lexitas f/k/a Depo Texas
Liska, Rhonda
Lollar, Melinda
Marshall, Tracy
Martin, Brandt
Martin, Colby
Martin, Kara
Martin, Melissa
May, Tamara
Mayfield, Tammye

Murphy, Julie
Newman, Kristen
Parker, Nancy
Rex, Renda
Robison, Rhonda
Sepmoree, Tina
Sherrill, Sharon
Shoemaker, Sarah
Skeen, Barbara
Smith, Jennifer
Sparks, Rhonda
Starcher, Darcy
Stewart, Clothilda
Taylor, Vickie
Tekell, Amanda
Thomas, Deborah
Toon, Kristine
Turchi, Brandi
Walker, Aryn
Wallace, Melissa
Ward, Dana
White, April

SAVE THE DATE

MAKE PLANS TO JOIN TAALP FOR A FUNFILLED DAY OF CONTINUING EDUCATION

WHAT: CLE EVENT

TOPICS: ETHICS, FAMILY LAW, IMMIGRATION,
CIVIL TRIAL PRACTICE, STATE COURT E-FILING,
CRIMINAL

SPEAKERS: TBD

WHEN: October 26, 2018

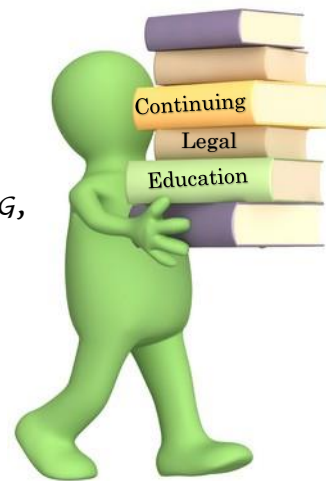
TIME: 9:00 a.m. - 4:00 p.m.

WHERE: Tyler Chamber of Commerce

COSTS: TAALP Members - FREE
Non-Members - \$35.00

Included: Break Snacks
Lunch catered by Stanley's BBQ
6 hours of CLE

Payment and Registration Should be mailed to:
Tyler Area Association of Legal Professionals
P.O. Box 8613
Tyler, TX 75701



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

Save the Date!



September 26 - 28, 2018

Register online starting June 1 at www.txpd.org/taps

- includes 14 hours of CLE, socials, and keynote luncheon -

Crowne Plaza



Addison, Texas



**LONDON, YORK, STONEHENGE, SALISBURY - OH MY!
YOU CAN SEE ALL OF THIS AND MUCH MORE ON THE 2019 PARALEGALS RETURN TO
LONDON TRIP !**

**PARALEGALS RETURN TO LONDON
April 12 – April 20, 2019**

In 2019, the Paralegal Division is sponsoring a trip in conjunction with ACIS and traveling to **LONDON!** This is where the Paralegal Division traveled on their first sponsored trip in 2005! If you went on the first trip to London, don't worry we have an all new itinerary lined up for this trip. The detailed itinerary for the 2019 trip, can be found on the PD website home page at <http://txpd.org> under **NEWS - Paralegals Return to London**. Friends and family are welcome to travel with the group.

FEE WITH AIR INCLUDED:

Departing Cities:

Dallas/Fort Worth– \$4,526.00

Austin/San Antonio - \$4,786.00

Houston - \$4,526.00

Amarillo - \$4,826.00

Midland - \$4,826.00

Other Locations can be priced upon request.

REGISTER BY AUGUST 1 AND RECEIVE A \$200.00 DISCOUNT!

Note: Registrations after August 1 may include additional fuel surcharges that are finalized 45 days prior to departure; an invoice will be sent at that time if there are any increases. Fees based on 20 persons and includes airfare, hotel, transportation, tours, and meals (as indicated on flyer).

Additional/Optional fees: Single room supplement: \$859; Ultimate Protection Plan: \$270; Comprehensive Protection Plan: \$225. If the Ultimate or Comprehensive Plan is purchased there is a surcharge for guests ages 66+ of \$100

LAND ONLY FEE: (if you wish to make your own air travel arrangements): \$3,479.00

PAYMENT SCHEDULE: **Final Deadline for registration is November 1, 2018;** Initial non-refundable deposit is \$200; another \$295 payment will be due 30 days after registration, third payment of \$500 is due November 1, 2018; fourth payment of \$500 is due December 1, 2018, with balance due on January 15, 2019. **MAKE IT EASY AND SIGN UP FOR AUTO PAYMENT!** Travelers who use autopay will be given a \$50 discount.

REGISTER: at www.acis.com/register, choose Participant from the drop down menu and sign in using: Group Leader ID: 46775 - Group Leader's Last Name: Brashears - Click on the appropriate circle for your departure city for the "**London Trip**" and fill in your information.



blondefilly@wb4me.com

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by Sandy Johnson - TAALP



mikcollins@sprintmail.com



SEPTEMBER BIRTHDAYS	OCTOBER BIRTHDAYS
<p>Liz Aaron 1 Ann Buchanan 3 Renda Rex 4 Wendy Hesse 5 Karina Chavez 6 Baily Jobe 6 Melissa Martin 10 Mary Deck 13 Barbara Skeen 18 Jennifer Smith 29</p>	<p>Carrie King 6 Sandy Johnson 6 Tina Sepmoree 15 Bonnie Brooks 20 Amanda Tekell 22 Brandi Turchi 22 Candice Dillon 29 Clothilda Stewart 31</p>

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

Tina Sepmoree



I grew up in an extremely small East Texas town - Troup - there were 54 in my graduating class, of which I ranked second in my class. When I was in second grade, I told everyone that would listen that I wanted to be a lawyer. I didn't quite make it to be a lawyer - but am still doing what I love.

I graduated high school in May of 1994 and got married in October of 1994 after falling in love with my amazing husband, Dean (our relationship started as a blind date set up by my parents). Fast forward a year and I started the paralegal program at Tyler Junior College. In the fall of 1995 I started working at my first paralegal job. As they say the rest is all history. I have worked for various firms around Tyler and for an estate planning firm in Fort Worth while living in Arlington for five years.

I am currently working at Starr Schoenbrun & Comte PLLC - the same firm I worked for before moving to Arlington. I am blessed to have a job that I love with incredible attorneys and co-workers.

We have two children: Patrick who is 19 and Katie who is 18 and a Senior in High School. We also have three dogs, Angel, Mona and Apache. I am very active in our church, leading our youth group and helping to lead praise and worship music on Sunday nights.

I am enjoying being back in East Texas and being a part of TAALP again. Looking forward to many more years of it!



TAALP EXECUTIVE BOARD OF DIRECTORS 2018-2019

President

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Second Vice President

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