

# RED RIVER REVIEW

OFFICIAL NEWSLETTER OF  
RED RIVER VALLEY PARALEGAL  
ASSOCIATION

## ANNUAL MEETING – SPECIAL EDITION 2015

Welcome to the 2015 Annual Membership Meeting of Red River Valley Paralegal Association. This special edition of the *Red River Review* is to inform our members of the current events of our association and also allow you to make an informed decision for the future of RRVPA. Please take this information and bring forward any ideas, suggestions, or questions that you may have with those of the newly elected Board Members.

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RED RIVER VALLEY PARALEGAL ASSOCIATION

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

September 24, 2015

- I. Call to Order – Lisa Kilde, President
- II. Roll Call 2015-2016 Membership List – Andrea Miller, Secretary | Page 3
- III. 2014-2015 Officers and Directors | Page 4
- IV. Secretary’s Report – Annual Meeting Minutes Sept. 26, 2014 | Page 5, 6, 7
- V. Treasurer’s Report 2014-2015 | Page 8, 9, 10
- VI. Appointment of Tellers | Page 11
- VII. Election of 2015-2016 Officers | Page 11
- VIII. Election of 2015-2016 Regional Directors | Page 11
- IX. New Business
  - i. Proposed 2015-2016 Budget | Page 12
  - ii. Other New Business
- X. Presentation of Reports
  - i. Officer and Director Annual Reports | Page 13, 14, 15, 16
- XI. Announcements
  - i. Short meeting for Newly Elected Board Members
  - ii. Other Announcements
- XII. Adjourn



## II. ROLL CALL 2014-2015 MEMBERSHIP LIST

This list is as of September 24, 2015. If your name does not appear, please notify the Secretary immediately. When your name is read, please answer “present.” If you are holding a proxy for a member, please answer “present by proxy” when that member’s name is read.

### VOTING MEMBERS

Lisa Bjorndahl	Kirsten Kounovsky	Maggie O’Neill
Angie Bossert	Stephanie Landstrom	Magen Pavlicek
Lindsey Bradseth	Stacey Larson	Kayla Peterson
Kelly Brammer	Amanda Lee	Abby Pitsenbarger
Stacy Brekke	Lacey Lesmeister	Lisabeth Pladson
Angie Coppin	Fran Lundblad	Josh Roaldson
Rachel Dewald	Jericka Lyon	Suzanne Schaumburg
Illa Engel	Mistte Maddock	Dona Schock
Nicole Engelman	Remi Mason	Rebecca Shelkey
Kathy Freidig	Jessica McCaslin	Laura Smedsrud
Sara Gerdon	Amanda Menke	Tiffany Stavish
Hannah Gilbert	Rachel Meske	Timothy Steuber
Tracy Gompf	Andrea Miller	Julie Stoen
Carmen Gross	Andrea Murphy	Deanna Storey
Kaitlin Hagen	Barbara Nash	Kathleen Stradley
Chelsea Hammond	Ashley Nelson	Heidi Tischer
Lacey Hruby	Heidi Neumann	Karyn Vasek
Andrea Ingersoll	Erin Nodland	Rachel Wade
Vicki Kasper	Mackenzie Noer	Lisa Wilhelmi
Lisa Kilde	Jill Nona	
Julie Koppelman		

### Associate Members:

Margaret Burlingame  
Dana Taylor  
Bailey Wills  
L. Wayne Young

### Student Members:

Maggie O’Neill

### Sustaining Members:

Traynor Law Firm  
Netrix IT  
Tracy Gompf, MSUM

### III. 2014-2015 Officers and Directors

#### OFFICERS

President.....Lisa Kilde  
 Ohnstad Twichell, P.C.  
 lkilde@ohnstadlaw.com

Co-First Vice Presidents..... Stacy Brekke, CLA  
 Blue Cross Blue Shield of ND  
 stacy.brekke@bcbsnd.com

Second Vice President..... Amanda Lee, CP  
 Stefanson Law Firm  
 amanda@stefansonlaw.com

Secretary.....Andrea Miller  
 Traynor Law Office  
 andrea@traynorlaw.com

Treasurer..... Julie Koppelman  
 Ohnstad Twichell, P.C.  
 jkoppelman@ohnstadlaw.com

NALA Liaison..... Dona Schock, ACP  
 Catholic Health Initiatives  
 donaschock@catholicealth.net

#### DIRECTORS

North Region..... Magen Pavlicek  
 Morley Law Firm, P.C.  
 mpavlicek@morleylawfirm.com

South Region ..... Josh Roaldson  
 Ohnstad Twichell, P.C.  
 jroaldson@ohnstadlaw.com

&

Heidi Neumann  
 Serkland Law Firm  
 hneumann@serklandlaw.com

Parliamentarian.....Andrea Murphy  
 Ohnstad Twichell, P.C.  
 amurphy@ohnstadlaw.com

#### COMMITTEE CHAIRPERSONS

Education..... Stacy Brekke  
 stacy.brekke@bcbsnd.com

Finance & Audit..... Julie Koppelman  
 jkoppelman@ohnstadlaw.com

Membership ..... Amanda Lee  
 amanda@stefansonlaw.com

Newsletter & Public Relations.....Lisa Kilde  
 lkilde@ohnstadlaw.com

Nominations & Elections..... Andrea Miller  
 andrea@traynorlaw.com

Legal Assistant Day..... VACANT

Mentor Program .....Dona Schock  
 donaschock@catholicealth.net



## IV. ANNUAL MEETING MINUTES SEPTEMBER 26, 2014

BY: Andrea Murphy, Parliamentarian

### I. CALL TO ORDER

The annual meeting of the Red River Valley Paralegal Association (RRVPA) convened at 12:57 p.m. on Friday, September 26, 2014 at the Holiday Inn in Fargo, North Dakota.

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

### II. ROLL CALL

Secretary, Andrea Miller, was unable to attend the annual meeting; Lisa Kilde took roll call of the 32 members present. Members were present in person and by proxy making for a quorum.

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

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

Lisa Kilde – President  
Stacy Brekke – Co-First Vice President  
Amanda Lee – Second Vice President  
Julie Koppelman – Treasurer  
Dona Schock – NALA Liaison  
Magen Pavlicek – North Region Director  
Nicole Engelman – North Region Director  
Josh Roaldson – South Region Director  
Andrea Murphy – Parliamentarian

Officer and directors absent:

Katie Perlenfein – Co-First Vice President  
Andrea Miller – Secretary

### VII. SECRETARY'S REPORT

Minutes of the Annual Membership meeting of September 26, 2013, were published and distributed at the Annual Meeting. The minutes were approved as reported.

### V. TREASURER'S REPORT

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

### VI. ELECTION OF OFFICERS 2014-2015

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

**ANNUAL MEETING MINUTES SEPTEMBER 26, 2014  
CONTINUED**

Declared candidates for office were:

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

Candidates for office were voted upon and announced as follows:

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

There were no nominations from the floor for the open Co-First Vice President position. The Board will accept nominations and appoint the remaining Co-First Vice President at one of its first meetings.

**VII. ELECTION OF REGIONAL DIRECTORS 2014-2015**

Declared Candidates for South Region Director:

Josh Roaldson  
Heidi Neumann

Candidates for South Region Director were voted upon and approved.

Declared Candidate for North Region Director:

Magen Pavlicek

Nomination from the floor for North Region Director:

Nicole Engelman

Candidates for North Region Director were voted upon and approved.

**VIII. NEW BUSINESS**

Adopt 2014-2015 Budget

The 2014-2015 budget was presented for inspection by the members. A motion was made to accept the 2014-2015 annual budget as presented. The motion carried.

ANNUAL MEETING MINUTES SEPTEMBER 26, 2014  
CONTINUED

IX. PRESENTATION OF REPORTS

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

X. ANNOUNCEMENTS

1. There will be a short meeting of the Board following the Annual Meeting;
2. There is a new scholarship program (info will be on rrvpa.org); and
3. A new mentor program was created & new committee will form (info also to be on website).

XI. ADJOURNMENT

The meeting was adjourned at approximately 1:21 p.m.



## V. TREASURER'S REPORT 2014-2015

### RRVPA 2014-2015 ACCOUNTING SUMMARY

Line Item	Budget 14-15	Actual
<b>Income:</b>		
Dues	2,800.00	3,555.00
Bank Interest	5.00	53.54
Regional Meetings	0.00	0.00
Seminars	500.00	89.04
Sponsorship	1,000.00	2,700.00
Additional Budget amounts	0.00	0.00
Miscellaneous Income	0.00	0.00
Income Carried Forward from Prior Year	8,085.86	8,550.19
<b>Totals</b>	<b>12,390.86</b>	<b>14,947.77</b>
<b>Fixed Expenses:</b>		
Nala Affiliation Fee	225.00	225.00
Post Office Box Rent	70.00	56.00
Scholarship	500.00	0.00
Community	750.00	281.44
North Dakota Annual Filing Fee	10.00	10.00
Web Page	200.00	0.00
<b>Variable Expenses:</b>		
Legal Assistant Day	750.00	318.63
Regional Events	500.00	225.69
Member Benefits	1,000.00	979.65
Miscellaneous Expenses	750.00	361.56
NALA Liaison Expenses	2,500.00	2,517.16
Newsletter/Website/Marketing	500.00	0.00
Postage/Copies	50.00	50.00
Stationery	50.00	0.00
Income Carry Forward to Next Year	4,535.86	9,922.64
<b>Totals</b>	<b>12,390.86</b>	<b>14,947.77</b>



## TREASURER'S REPORT 2014-2015, CONTINUED

<b>RED RIVER VALLEY PARALEGAL ASSOCIATION 2014-2015 ACCOUNTING</b>				
<b>Date</b>	<b>Check</b>	<b>Description</b>	<b>Disbursements</b>	<b>Receipts</b>
9/1/2014		Balance brought forward: Town and Country		\$1,134.34
9/1/2014		Balance brought forward: Alerus		\$7,415.85
9/30/2014		Interest: Town & Country		\$0.04
9/2/2014		Deposit: Dues		\$2,725.00
9/12/2014		Deposit: Dues		\$155.00
9/30/2014		Interest: Alerus		\$0.90
9/24/2014		Fall Seminar: Speaker Gift Cards	\$80.00	
9/2/2014	2104	Magen Pavlicek: Flowers for Funeral	\$52.84	
9/2/2014	2105	Nicole Engelman: Board Meeting	\$13.34	
9/2/2014	2106	Lisa Kilde: Board Meeting	\$85.55	
9/2/2014	2107	NALA: Annual Dues	\$225.00	
10/31/2014		Interest: Town & Country		\$0.04
10/2/2014		Deposit: Dues		\$205.00
10/2/2014		Deposit: Seminar		\$1,555.00
9/25/2014	2108	Julie Koppelman: Fall Seminar	\$101.06	
10/2/2014	2109	Holiday Inn: Fall Semianr	\$1,110.24	
11/30/2014		Interest: Town & Country		\$0.04
10/29/2014	2110	USPS: PO Box Rent	\$56.00	
10/30/2014	2111	VOID	\$0.00	
10/30/2014	2112	Marcos Pizza: Board Meeting	\$40.00	
10/30/2014	2113	Health, Tech, Trades Career Expo	\$125.00	
10/30/2014	2114	Nicole Engelman: Board Meeting	\$17.65	
11/20/2014	2115	Julie Koppelman: S Region Event	\$78.00	
12/31/2014		Interest: Town & Country		\$0.04
12/31/2014		Interest: Alerus		\$0.88
12/3/2014		Deposit: Dues		\$215.00
12/16/2014		Deposit: Dues		\$100.00
1/31/2015		Interest: Town & Country		\$0.04
1/28/2015		Deposit: Dues		\$50.00
2/28/2015		Interest: Town & Country		\$0.03
1/27/2015	2116	Magen Pavlicek: N Region Holiday Party	\$147.69	
1/28/2015	2117	ND Secretary of State	\$10.00	
2/11/2015	2118	Lisa Kilde: RRVPA/MSPAM	\$53.60	

3/31/2015		Interest: Town & Country		\$0.04
3/31/2015		Interest: Alerus		\$0.74
3/10/2015		Deposit: Dues		\$70.00
3/31/2015		Seminar: Speaker Gifts	\$200.00	
2/17/2015	2119	Lisa Kilde: Board Meeting	\$48.08	
4/13/2015		Deposit: Dues		\$50.00
4/13/2015		Deposit: Seminar		\$980.00
3/31/2015	2120	Artco: Pens	\$424.81	
4/10/2015	2121	Hilton Garden Inn: Spring Seminar	\$914.66	
4/20/2015	2122	Lisa Kilde: Spring Seminar	\$40.00	
4/30/2015	2124	Lisa Kilde: Board Meeting	\$90.00	
5/6/2015	2125	Magen Pavlicek: Plutoski Family	\$50.00	
5/6/2015	2126	Artco: Padfolios	\$665.84	
6/30/2015		Interest: Alerus		\$0.75
6/22/2015		Deposit: Sponsors		\$1,700.00
6/22/2015		Deposit: Padfolios		\$111.00
6/22/2015		Deposit: Dues		\$35.00
6/26/2015		Alerus Bank Gift Cards - Referrals	\$50.00	
4/30/2015	2123	NALA: Liason Registration	\$580.00	
5/22/2015	2127	Andrea Miller: NALA Convention	\$603.20	
6/25/2015	2128	Julie Koppelman: S Region LA Day	\$193.34	
6/22/2015	2151	Dona Schock: NALA Convention	\$665.20	
7/6/2015	2129	Magen Pavlicek: N Region LA Day	\$125.29	
7/30/2015		Deposit: Sponsors		\$1,000.00
7/30/2015	2130	Sandys: Board Meeting	\$66.94	
7/30/2015	2131	Dona Schock: NALA Convention	\$668.76	
		7/31 Balance Alerus Checking	\$4,109.05	
		7/31 Balance Alerus Savings	<u>\$6,005.82</u>	
			<b>\$10,114.87</b>	
		Checks Not Yet Cleared	\$0.00	
		Deposits Not Yet Recorded by Bank	<u>\$0.00</u>	
			<b>\$10,114.87</b>	

**VI. APPOINTMENT OF TELLERS FOR ELECTION**

**VII. ELECTION OF 2015-2016 OFFICERS**

**President (1)**

Lisa Kilde

---

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

Josh Roaldson

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**Second Vice President (1)**

Amanda Lee

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**Secretary (1)**

Andrea Miller

---

**Treasurer (1)**

Julie Koppelman

---

**NALA Liaison (1)**

Dona Schock

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

**North Region (2)**

Magen Pavlicek

---

**South Region (2)**

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## IX. PROPOSED 2015-2016 BUDGET

RRVPA 2015-2016 Proposed Budget			
Line Item	Budget 14-15	Actual 14-15	Budget 15-16
<b>Income:</b>			
Dues	\$ 2,800.00	\$ 3,555.00	\$ 3,700.00
Bank Interest	\$ 5.00	\$ 53.54	\$ 5.00
Regional Meetings	\$ -	\$ -	\$ -
Seminars	\$ 500.00	\$ 89.04	\$ 500.00
Sponsorship	\$ 1,000.00	\$ 2,700.00	\$ 2,000.00
Additional Budget amounts	\$ -	\$ -	\$ -
Miscellaneous income	\$ -	\$ -	\$ -
Income carried forward from prior year	\$ 8,085.86	\$ 8,550.19	\$ 8,085.86
<b>Totals</b>	<b>\$ 12,390.86</b>	<b>\$ 14,947.77</b>	<b>\$ 14,290.86</b>
<b>Fixed Expenses:</b>			
Nala Affiliation Fee	\$ 225.00	\$ 225.00	\$ 225.00
Post Office Box Rent	\$ 70.00	\$ 56.00	\$ 70.00
Scholarship	\$ 500.00	\$ -	\$ 500.00
Community	\$ 750.00	\$ 281.44	\$ 1,500.00
North Dakota Annual Filing Fee	\$ 10.00	\$ 10.00	\$ 10.00
Web Page	\$ 200.00	\$ -	\$ -
<b>Variable Expenses:</b>			
Legal Assistant Day	\$ 750.00	\$ 318.63	\$ 1,000.00
Regional Events	\$ 500.00	\$ 225.69	\$ 1,000.00
Member Benefits	\$ 1,000.00	\$ 979.65	\$ 1,000.00
Miscellaneous expenses	\$ 750.00	\$ 361.56	\$ 750.00
NALA Liason Expenses	\$ 2,500.00	\$ 2,517.16	\$ 1,500.00
Newsletter/Website/Marketing	\$ 500.00	\$ -	\$ 500.00
Postage/Copies	\$ 50.00	\$ 50.00	\$ 50.00
Stationery	\$ 50.00	\$ -	\$ 50.00
Income carry forward to next year	\$ 4,535.86	\$ 9,922.64	\$ 6,135.86
<b>Totals</b>	<b>\$ 12,390.86</b>	<b>\$ 14,947.77</b>	<b>\$ 14,290.86</b>

## **X. 2014-2015 OFFICER AND DIRECTOR ANNUAL REPORTS**

### **PRESIDENT'S REPORT**

BY: Lisa Kilde

What an exceptional year this has been! I would like to thank each of you for participating in another year of RRVPA. It is wonderful to see familiar faces at the luncheons and seminars and we were pleased to welcome some great new members.

I cannot say enough how wonderful our Board of Directors was this year. Each individual has contributed their time, energy, and ideas into each and every board meeting (and emails, etc.) Stacy Brekke uses her experience to guide us through the seminars. Amanda Lee is great with our members and makes sure everyone feels welcome. Andrea Miller keeps us all inline and reminds us of how to be inclusive to those who may not be able to travel to the Fargo/Grand Forks area so easily. Julie Koppelman has excellent ideas for our member gifts and keeps the books straight so I don't have to do any math. Dona Schock keeps our NALA connection strong and brings back ideas from her trip to the NALA Annual Convention. Andrea Murphy made some much needed changes to our Standing Rules. And lastly, but definitely not least, our regional directors Magen Pavlicek, Josh Roaldson and Heidi Neumann make sure we don't forget to have a little bit of fun each month at our monthly luncheons.

Thank you for letting me serve RRVPA this past year. I plan to continue to make improvements to our association that will benefit each of you. My goal is that RRVPA will be a great support system for your education, inspiration, and ability to connect to others within our profession.

*Lisa*

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

BY: Stacy Brekke, CLA

Hello RRVPA members!

It has been an exciting year and once again we hope 2015-2016 will be the same! I have enjoyed serving as your First Vice President this past year! The fall seminar this year is going to be awesome with its new format & social hour!

A big thank you to Lisa Kilde for helping me put together both seminars this year, and to those volunteers who helped out when it was needed. On behalf of myself and the membership, here's a great big "Thank You"! Also a thank you to all of our regional directors for putting together wonderful & tasty luncheons this year as well! This truly makes for good career connections in our legal profession.

We hope that you are enjoying the new & improved website for RRVPA and the group page created on Facebook for all to follow. I hope all is well in everyone's careers and thanks for your continued support of RRVPA!

*Stacy*

## SECOND VICE PRESIDENT'S REPORT

BY: Amanda Lee, CP

I would like to welcome our new joining members and returning members for 2015-2016 year. Welcome to all of you and we look forward to seeing you at the upcoming RRVPA events!

At the close of our 2014-2015 year our membership status was as follows:

Voting Members:	62
Sustaining Members:	3
Student Members:	6
Associate Members:	6
Total Membership:	77



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

If you know of anyone who may be interested in our association, please direct them to the Second Vice President. I look forward to seeing you at our events.

Respectfully submitted,

*Amanda*

## NALA LIAISON REPORT

BY: Dona Schock, ACP

### Top 5 Things I Learned in Tulsa

I had a great time as usual at the NALA annual convention in July. This is such a great networking opportunity and it is invaluable for the liaison to be able to bring back news and ideas to the associations, like RRVPA. This report includes the top 5 things I learned during my week in Tulsa.

1. Bomb threats are real. And they are not fun when it's 100 degrees with 80% humidity. Check it out: Bomb Threat Forces Evacuation of Downtown Hotel (<http://www.newson6.com/story/29618326/bomb-threat-forces-evacuation-of-downtown-tulsa-hotel>). This happened just as we were sitting down for our all convention luncheon (chicken, veggies, rice). The police brought in dogs that went room to room to ensure our safety. I'm thankful the threat turned out to be nothing.... and that our food was edible almost 3 hours later.
2. Medical Malpractice is a varied field. It is very important which side you are on – defense or prosecution. I took this for my CLE during the convention and learned that this field has its own language and acronyms. I can tell that you would have to be very patient to work in this field... and resourceful. The speaker was the most sought after defense attorney in West Virginia and his former paralegal. They told lots of fun stories to make things interesting!

## NALA LIAISON REPORT, CONTINUED

3. NALA is 40 years old! This was very much the theme of the convention. Also, the Executive Director, Marge Dover, retired after 40 years of service to NALA. I learned that 40 years ago, NALA paid Marge a whopping \$9,000 per year and that in the early years, the founding members had to take personal loans to keep NALA afloat until the exam fees began generating income on a more substantial level.
4. NALA is the reason we can be a Paralegal and bill clients for our time. NALA participated in 2 cases, one in 1989 and another in 2008 – see <http://www.nala.org/supreme.aspx> for more information. This was somewhat amazing to me because I had never really thought about Paralegal roots and how we got to where we are today. NALA has done a lot for each one of us.
5. The LEAP program offered by NALA is free to members! This is NALA’s Leadership Enhancement and Preparation for leaders of tomorrow. From the NALA website (<http://www.nala.org/LEAP.aspx>).

The current focus is on serving state and local affiliated associations, and developing skills that support their goals and growth. Participation in LEAP will also enhance the personal leadership skills used by NALA members in business and work environments. The new curricula goals and objectives are as follows:

- Developing a culture of trust among association leaders and members.
- Leadership vision and mission.
- Aligning the association’s services and programs with its mission.
- Studying and understanding “7 Measures of Success of Remarkable Associations,” a recent ground-breaking study that examines what separates good from remarkable associations. We specifically address associations’ commitment to purpose, commitment to action and commitment to analysis and feedback.
- Using leadership tools such as public speaking to deliver your association's message and lateral and parallel thinking to define association values and mission.



RRVPA Members, Andrea Miller, Vicki Kasper, and Dona Schock at the NALA Opening Night Reception

– 70’s Theme

*Dona*

## NORTH REGION CO-DIRECTORS' REPORT

BY: Magen Pavlicek

Happy Fall!

Wow, did the year and summer go fast! It has been another busy year for the North Region. In addition to our monthly luncheons, we had a nice holiday party at Sakura. Once again we enjoyed a perfect day on the rooftop at Rhombus for Paralegal Day. The North Region has started to have "Happy Hour" get togethers a few months of the year. The first one in September was a success!

I have enjoyed being the North Region Director! Thank you!

*Magen*



## SOUTH REGION CO-DIRECTOR'S REPORT

By: Josh Roaldson and Heidi Neumann

It was another great year of networking with the organization's paralegals at our monthly luncheons. It is always neat to share office stories, discuss case specific issues (while maintaining confidentiality), and just blow off some steam with people that can relate. We had a wonderful LA Day at Usher's House outside on the river. Another great thing we were able to accomplish with the assistance of the north region was our donation to the YWCA with the excess funds we had allocated for events that went unspent. It is the first time that RRVPA has made a significant monetary donation to a local organization that I am aware of. Let's have another great year. Thanks for all of your participation.

Thanks again,  
*Josh and Heidi*



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