



President's Message
Ann Kuhn

TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS
SEPTEMBER 2016 NEWSLETTER

Dear TAALP Members:

As I walk out to the car each morning I am noticing small changes letting me know that we are only a short time away from Fall. The acorns are starting to fall in the office parking lot. ☺ The days are getting shorter and the nights are getting cooler and I am sure everyone is ready for cooler weather.

Our September meeting is **Thursday, September 15, 2016**, at 12:00 at The HUB in Tyler. The evites have been sent out and if you haven't already RSVP'd, please do so and bring a friend. Our speaker this month is Lee Correa speaking on Qualified Immunity. Traditions will be catering. We are also working toward having a better selection for our lunches in the future.

If you haven't renewed your membership, please get those applications in in order to continue receiving the newsletter and evites for the meetings. If you have not already volunteered to serve on a committee, please let me know if you would like to serve and on what committee.

Texas Paralegal Day is October 23rd and we will be celebrating that at our October meeting at the Hub. The November meeting this year will be at Don Juan's and will be held **November 10th in the evening**. Be sure to mark your calendars.

Don't forget, we have a very active Sunshine Committee chaired by **Cindy Kirby**. Cindy does a great 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, death of a family member, or any other crisis, please let us know. Cindy's email address is cindy@sscfirm.com.

I want to say thank you to **Depo Texas** for sponsoring our meeting this month. We really appreciate everyone, members, vendors and sponsors who make our professional organization GREAT.

See you Thursday!

Ann

NOTICES:

1. **TAALP Membership application** is attached to this newsletter. Get your application in soon as the Newsletter and evite will no longer be provided to those who have not renewed their membership prior to October 1, 2016.
2. **Accountability for Lunch RSVPs:** The Board is extremely pleased to see those of you who RSVP the membership meetings and eat with us. We have, however, had instances where a RSVP was made, and the party not attend. This causes the general membership to have to pick up the tab for that extra meal. The Board has discussed the issue and has voted, effective with the August, 2016 meeting, 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.
3. **Increase in lunch price.** Fatt Apple, the caterer we used to use who was willing to work within our budget, is no longer in business. We have had to go out and seek other catering options, and have come to realize that there just aren't any other options available, other than a sandwich tray and chips, that would fall within our current \$12 lunch budget. We now realize what a great deal we were getting with Fatt Apple. Each month since we have experienced a balance due, over and above the cost for lunch, because of the addition of tax, tip and delivery fees. This balance has been being paid out of TAALP's budget. Therefore, in order to be able to bring you a better selection of meals, it has become necessary to increase the price of lunch to \$15.00, effective with the October, 2016 Membership Meeting. This covers an hour of CLE and a full course meal; salad, entrée, drink and dessert. Should you chose not to eat the catered meal, we encourage you to attend and bring your own lunch with you.

TAALP can help get your name out to our members.

Just email me at:
helenk@brownbaumansmith.com for more information.

Transcript Ad Rates:
(Per Month)

Business Card - \$10.00

Quarter Page - \$20.00

Half Page - \$30.00

Full Page - \$50.00

Sunshine Notices:

Do you know of some news about our members that should be shared with our members?

Please send any submissions to Cindy Kirby

at cindy@sscfirm.com.

❖ MARK YOUR CALENDARS ❖

October 5, 2016

TAALP Board Meeting; Jack Ryans

October 13, 2016

TAALP Membership Meeting; Chamber of Commerce

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

Coplan, Patricia

Dicky, Lisa

Goley, Carol

Jackson, Laura

Johnson, Sandy

Langston, Denise

Oden, Rachel

Reynolds, Brenda

Scott, April

Smith, Jennifer

Stacener, Melinda

Deck, Amanda

Flynn, Meghan Shae

Hudson, June

Jobe, Haley

Kopech, Leatha

Newman, Kristen

Parker, Nancy

Rutherford, Buddy

Shults, Cayce

Stone, Meredith

Wright, Janet

Assunto, Kimberly

Avila, Iris

Betts, Lisa

Brooks, Bonnie

Brownlow, Laura

Buchanan, Ann

Burgess, Ginny

Cash, Lanell

Collins Investigations

Connor, Sarah

Cover, Jennifer

Cowart, Shana

Crawford, Melani

Crim, Nancy

Deck, Mary

Depo Texas

Deposition Resources

Dillon, Candice

Dixon, Renee

Doffer, Teresa

Evans, Karen S.

Flowers, Marilyn

Foster, Codi

Gaddis, Chelsea

Hall, Carrie

Hancock, Jo Ruth

Harvey, Terri

Hays, Sara

Hemphill, Carla

Hesse, Wendy

King, Carrie

Kirby, Cindy

Krafft, Toni Lee

Koch, Helen

Kuhn, Ann

Liska, Rhonda

Lollar, Melinda

May, Tamara

Mayfield, Tammye

McLen, Kerri

Morris, Mechele

Moylan, Carol A.

Mullins, Shelly

Neel, Lesley

**Professional Civil
Process**

Robison, Rhonda

Rowe, Renda

Seal, Jan

Sherrill, Sharon

Skeen, Barbara

Sparks, Ronda

Stewart, Clothilda

Thedford, Kimberly

Toon, Kristine

Unger, Jodi

Wallace, Melissa

Williams, Brandi

Wimberley, Suzanne

Zillmer, Alice

TAALP

MINUTES OF September 7, 2016 BOARD MEETING

By: Brandi Williams, Recording Secretary

The Executive Board met at JACK RYAN'S on Wednesday, September 7, 2016, for the monthly meeting. The following board members were present: Ann Kuhn, President; Chelsea Gaddis 1st Vice President; Carrie King 2nd Vice President; Brandi Williams, Recording Secretary; Helen Koch, Corresponding Secretary; Suzanne Wimberley, Treasurer; and Jo Ruth Hancock, Executive Advisor; Sarah Connor, Parliamentarian.

Ann Kuhn called the meeting to order at 12:07 p.m.

ANN KUHN, President:

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

Old Business:

- 2016-17 Renewal Membership total to date: 81
- Attendance at August 2016 meeting: 26

New Business:

- Leatha Kopech resignation and vote for reinstatement of President Elect position: a Motion was made for Jo Ruth to fill the position of President Elect for the remaining term, and it carried;
- Sarah Connor discussed the Joint Luncheon being in November 2016
- Evening member social will be in November;
- Committee chairs; and
- October 23, Paralegal Appreciation Day: cake will be made and served during the membership meeting in honor of this special day.

CHELSEA GADDIS, 1st Vice President:

- Evite will be sent September 8, 2016: Reminder to be sent on the 12th to everyone regarding their RSVP
- Renewals will be extended until October 2016

CARRIE KING, 2nd Vice President:

- September speaker: Lee Correa for Qualified Immunity
- October speaker: US Magistrate K. Nicole Mitchell: topic TBA
- November speaker: Deborah Pullum
- January speaker: Shane Ferguson

BRANDI WILLIAMS, Recording Secretary:

- Moved that the Minutes of the August, 2016 board meeting be approved, as reported in the Transcript. Chelsea Gaddis seconded the motion and it carried.

HELEN KOCH, Corresponding Secretary:

- September Spotlight Member: Renee Dixon
- October Spotlight Member: Toni Lee Krafft
- November Spotlight Member: Teresa Doffer
- Publish the newsletter on Monday; deadline for submitted information is Friday, September 9, 2016, by 5 p.m.

SUZANNE WIMBERLEY, Treasurer: Treasurer's Report; and bank signature card

JO RUTH, Executive Advisor:

SARAH CONNOR, Parliamentarian:

The Joint Luncheon was discussed, as well as the possibility of having it in early November

Next Regular Meeting: September 15, 2016 – The Hub

Next Board Meeting: October 5, 2016 – Jack Ryans

There being no further business, Ann adjourned the meeting at 12:50

ANN KUHN, President

BRANDI WILLIAMS, Recording Secretary

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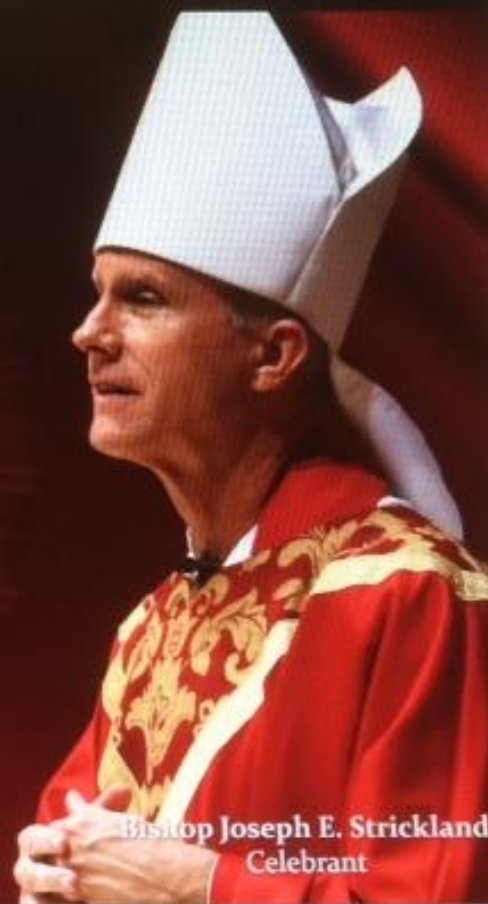
The 6th Annual Red Mass

*Invoking the wisdom of the Holy Spirit
on those of all faiths as they practice law
and serve our community in government*

Monday, October 3, 2016 - 6 p.m.
Cathedral of the Immaculate Conception
Tyler, Texas

Archbishop Michael Sheehan, JCD
Archbishop Emeritus of Santa Fe
Homilist

*Members of the public, legal professionals
and political leaders invited. Reception following.*



Bishop Joseph E. Strickland
Celebrant

CLE OPPORTUNITY

The Paralegal Division of the State Bar of Texas presents

TAPS ON TRACK JOURNEY TO EXCELLENCE

SEPTEMBER 28 TO SEPTEMBER 30, 2016

Wyndham San Antonio Riverwalk

[Registration](#) is Open

EARLY REGISTRATION DEADLINE: August 15, 2016

(\$35 late fee will be added for registrations beginning 8/16/2016)

The Texas Advanced Paralegal Seminar (TAPS) will be held in San Antonio, Texas on September 28 - September 30, 2016.

TAPS is the largest CLE event marketed directly to Texas paralegals. TAPS offers up to 14 hours of advanced CLE in a variety of specialties, networking with paralegals from across the state and entertainment with nightly socials and a Friday luncheon. TAPS also features an Exhibit Hall with vendors exhibiting legal services targeted specifically to paralegals and attorney.

The full registration includes three days of CLE, speaker materials, socials and Friday luncheon. One day registrations are available which includes one full day of CLE and seminar materials. Paralegal Division members receive a discount on their registration. TAPS T-shirt is complimentary with registration. A TAPS app will be available in September for all attendees. This year's event is focusing on the Paralegal Division's 35th year and giving back to a local charity, the San Antonio Food Bank. You don't want to miss it!

Hope to see you all in San Antonio for **TAPS 2016 – TAPS on Track - Journey to Excellence!** More details at www.txpd.org/taps.

All TAPS registration is required via online available on the Division's website using a credit card, check, or money order (mo). If paying by check or money order, please note that a check/mo number is required before registration is accepted. In addition, if paying by check or money order, payment must be mailed and **received** within 10 days of registration (include a copy of the confirmation registration page with the check being submitted). **Note:** All checks and money orders mailed to: Paralegal Division, P. O. Box 19163, Amarillo, TX 79114.

Registration Online [HERE](#). (after August 15, there is a \$35 late fee)

Hotel Reservations - Wyndham San Antonio Riverwalk located at 111 E. Pecan, San Antonio, TX 78205. The reservation deadline is Friday, August 26, 2016. Hotel reservations must be booked and cancelled through the Wyndham San Antonio Riverwalk room rate is \$139.00 for single/double. All guest rooms are listed under Paralegal Division of the State Bar of Texas. To reserve a guest room, either [register online](#), or call 866-764-8536 and ask for the group rate for the Paralegal Division of the State Bar of Texas.

Check out the TAPS Sponsors [HERE](#).

The Paralegal Division will also provide two scholarships. [The TAPS Scholarship Application can be found here.](#) The deadline to apply for the TAPS Scholarship is July 12, 2016.

Friday Luncheon Key Note Speaker

Michael G. Guerra

Chief Development Officer - San Antonio Food Bank

THE GIFT OF SERVING: How Service Lets Our Best Self Shine

Michael Guerra is the Chief Development Officer at the San Antonio Food Bank in San Antonio, TX. In this executive leadership role, Guerra oversees more than \$130M in annual food sourcing and fundraising for the Food Bank's mission. He has direct oversight for the marketing, communications, volunteer management, fundraising, food sourcing, capital campaign, and Catalyst Catering, the organization's social enterprise business. Prior to joining the Food Bank in 2011, Guerra served many years as nonprofit and faith community leader in Austin, TX. Guerra also spent a decade as an adjunct instructor at St. Edward's University (Austin) and guest lecturer at the LBJ School of Public Affairs (University of Texas, Austin), teaching in the areas of social policy and nonprofit management.

TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS



2016-2017 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

P O 8613

TYLER TEXAS 75711

****The membership period runs from July 1, 2016 to June 30, 2017. ****

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.



SEPTEMBER

Ann Buchanan 3
Renda Rowe 4
Wendy Hesse 5
Iris Avila 8
Jan Seal 11
Kimberley Thedford 11
Mary Deck 13
Barbara Skeen 18
Carol A. Moylan 23
Jennifer Smith 29
June Hudson 30

OCTOBER

Sandy Johnson 6
Carrie King 6
Bonnie Brooks 20
Shana Cowart 20
Brandi Williams 22
Candice Dillon 29
Clothilda Steward 31

TAALP
would like to extend a
BIG "THANK YOU"

to DAIRY QUEEN and
BRIAN KELLY,
General Manager,

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

Be Sure To Frequent Your Local
DAIRY QUEEN!

**TAALP would like to extend a
BIG "THANK YOU"
to Andy's Frozen Custard
for donating the nice TREATS
members are finding in their
birthday cards!!
Be Sure To Frequent Your Local
Andy's Frozen Custard!**

SPOTLIGHT TAALP MEMBER

RENEE DIXON



My name is Renee Dixon, and I have lived in Smith County for about 30 years. I'm originally from the Dallas area, but now call Tyler my home. I've been a legal assistant for 27 years, and I've had my paralegal certification since 2009. I earned my advanced certification in 2010. I am presently employed with the Law Office of Mark E. Cannon, and we are both employees of Government Employees Insurance Company, better known as GEICO. I've been with Mark and GEICO for 4 years. We are a very busy firm, always, so one less worry about job security.

I am single and have one grown and married son and a beautiful, healthy grandson who just turned 12 months old. He is the love of my life. I love to read, arts and crafts, music, and my fur babies, (2 cats and one dog). I am not a "social butterfly", and that's okay. But, I really enjoy being a member of TAALP, and I have met some wonderful people through TAALP and made some friendships that I hope will last for life. Because of TAALP, I have my present job with GEICO. For that, I will always be grateful. Thank you, TAALP!

EMPLOYMENT – SEPTEMBER/OCTOBER 2016

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

Position	Practice Areas/Job Description	Location
Legal Assistant	Family Law practice; Minimum 2 yrs experience in family law preferred but will consider other areas of legal experience; Position involves client contact, drafting discovery, motions, etc.	Tyler
Legal Secretary/Receptionist	Family law practice; Will consider office experience in other areas; Would prefer full time but will consider part time.	Tyler
File Clerk	Law firm - Part-time – flexible schedule.	Tyler
Legal Assistant	Litigation/Insurance defense Summarizing records & schedules	Tyler
Legal Assistant	Nationwide collection firm; Minimum 2 yrs experience in law office; Computer literate with learning new applications; Comfortable managing lawsuit production. Benefits: Insurance, 401k, etc. Contact: Bill Webster BillW@lgbs.com (903) 597-2897 Ext 2128	Tyler
Runner/File Clerk	Part-time position; Hours: Mon-Friday, 4 hours per day; Self-motivated, detail-oriented; must have your own transportation; Contact: Crystal Lafitte crystall@rllawfirm.net ; (903) 535-2900	Tyler
Legal Assistant	General practice including insurance defense, family law and commercial; Experienced preferred. Contact: rcraig@whiteshaverlaw.com	Tyler
Receptionist	Part-time in law firm; Hours are 8:00 am to 2:30 pm Monday through Friday.	Tyler

TAALP EXECUTIVE BOARD OF DIRECTORS 2016-2017



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TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS

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