

The TRANSCRIPT

Tyler Area Association of Legal Professionals

October 2024 Newsletter



President's Message

GAY FINLEY BOYNTON, CP

Dear TAALP Members:

Well, HELLO MUMS AND PUMPKINS! Even though it's 110 degrees, Fall is upon us. My sweaters are screaming and waiting to be released from the closet. I am really tired of my summer wardrobe right now.

October 23rd is Texas Paralegal Day! Did you know that The State Bar of Texas was the first bar association in the United States to create a separate division for paralegals. The Paralegal Division of the State Bar of Texas (the Division) was created on October 23, 1981, and it has been in existence for an impressive 43 years. In honor of the many contributions made by the paralegal community and the Paralegal Division, the Senate of the State of Texas adopted Proclamation No. 1144, recognizing October 23 as Texas Paralegal Day.

TAALP will be celebrating Texas Paralegal Day during our regular monthly meeting on Thursday evening, October 10, 2024, at 5:30 p.m. (or as soon as you can make it after work) at Clear Springs Restaurant. Our speaker will be Tyler Friedson, and the topic is "Navigating Pro Se Cases." As part of the celebration, TAALP will treat attendees to one complimentary happy hour adult beverage, some delicious appetizers, and Nothing Bundt Cake for dessert! A big thank you is extended to our sponsor, Lexitas, for their continued support of our organization. I personally rely on Lexitas for records retrieval, and I encourage you to make use of their services as well. Do not miss this opportunity to mix and mingle with fellow professionals we don't always get to catch up with!

Our Joint Luncheon is just around the corner! This is the legal community's highlight of the year where we come together to honor the area judges. It is scheduled for November 5, 2024, at Hollytree. State Bar President Steve Benesh will be the speaker. Invitations will be going out soon. Therefore, be on the lookout in order that you can timely RSVP. Reservations must be received by October 28, 2024. This is the 49th annual event. Much work goes into this project by our awesome committee. Ann Buchanan and Sarah Conner are an integral part of the success that reflects on our organization's participation.

Our regular November meeting is scheduled for November 14th at noon. Details will be announced soon.

Thanks to your kindness, we provided school supplies to those who needed them most. Last year, your giving spirit also brightened the Thanksgiving and Christmas holidays for several deserving families. Our Community Service committee is currently planning projects for both Thanksgiving and Christmas, and they will share the details about the Thanksgiving project with you soon. Stay tuned, and know that your generosity and charitable heart are deeply appreciated.

We are forming committees and I know that one area we need much help with is Law Day. Please let me know if you are interested.

At our December meeting, we will continue the tradition of our Christmas ornament exchange. That meeting will be held at Jalapeno Tree December 12th at noon. Go mark your calendar! The price limit is \$10.

I hope you have a great week, and I'll see YOU on Thursday!

Gaye

President's Message

1

Notices

2

Board Meeting Minutes

3

TJC Happenings

5

Employment

6

Membership

9

Purpose & Benefits

10

Committees

11

Sponsors/Vendors

13

Birthdays

14

Thank You

14

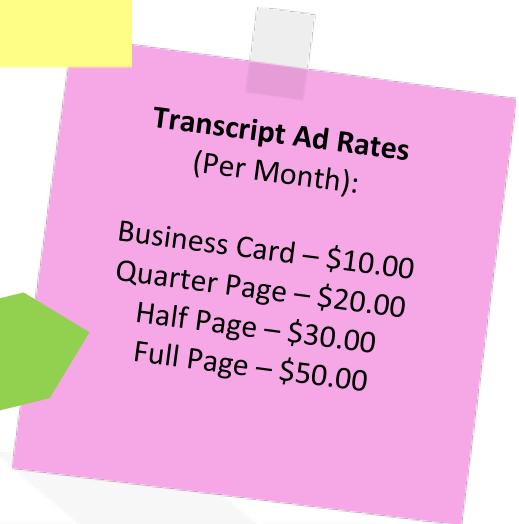
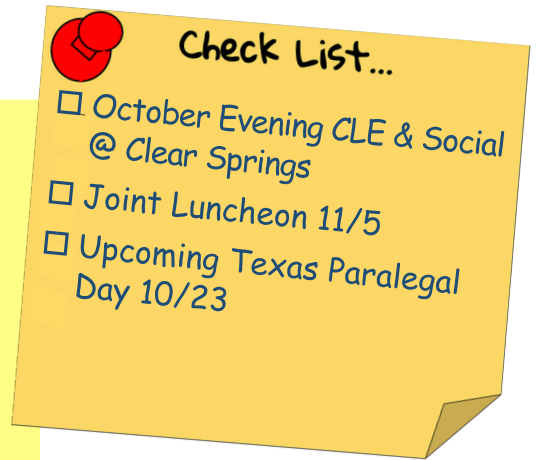
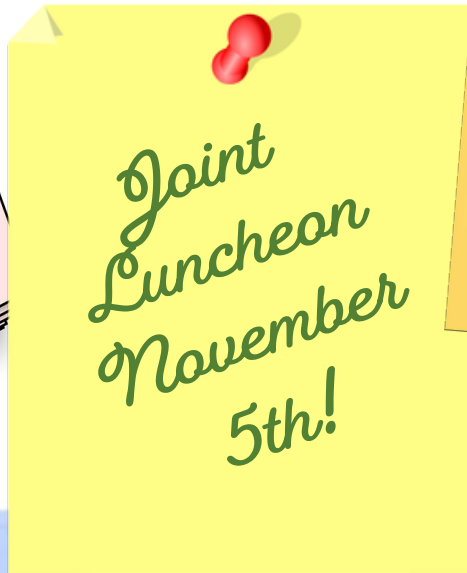
October Meeting

15

Executive Board of Directors

16

NOTICES



Monthly Lunch

*As of the February 2024 meeting, the price of lunch is **\$18.00**. (payment by debit/credit card will incur an additional \$0.75 processing fee)*

This covers an hour of CLE and a full meal. Feel free to bring your own lunch with you should you chose not to eat the provided meal.

When responding to your invite, please note whether you will attend and whether or not you will eat so an accurate count can be gathered. If an RSVP is made with a notation that a meal will be paid for and you do not attend the meeting, you are still responsible for the cost of that meal. Extenuating circumstances will be taken under advisement.

Thank you, and we look forward to seeing you at the next meeting!

MEETING MINUTES

TYLER AREA ASSOCIATION LEGAL PROFESSIONALS MINUTES OF October 2, 2024 BOARD MEETING

By: **Gabby Jones, Recording Secretary**

The Executive Board met at Texas Music City Grill and Smokehouse on Wednesday, October 2nd, for the monthly meeting. The following board members were present: Gaye Boynton President; Leatha Kopech, President-Elect; Katherine Johnson, 1st Vice President; Hannah Hauch, 2nd Vice President; Gabby Jones, Recording Secretary; Sarita Thompson, Corresponding Secretary; Tina Knighton, Treasurer; and Jo Ruth Hancock, Executive Advisor.

President – Gaye called the meeting to order at 12:19 p.m.

GAYE BOYNTON, President

Old Business:

- September meeting attendance: 36

New Business:

- October Sponsorship – Lexitas
- October evening meeting (Oct 10) will be held at Clear Springs. Also, we will celebrate Texas Paralegal Day (Oct. 23) at that meeting. Gifts will be bundtins and \$5 gift cards
- Joint Luncheon – November 5, 2024, at Hollytree. Steve Benesh, State Bar of Texas President, will be the speaker. The Joint Luncheon Committee is working on getting invitations, etc. sent.

LEATHA KOPECH, President-Elect

- Leatha has renewed her NALA membership and TAALP's Liasson NALA membership.

KATHERINE JOHNSON, 1st Vice President

- 24-2025 Renewal Membership total to date is 98 members and 1 vendor.
- Send an email invitation on Thursday, October 3, 2024, for our Thursday October 10, 2024, evening membership and social meeting at Clear Springs. Menus will be emailed with invite to be returned by those eating as soon as possible, but not later than noon on October 8th. Katherine will send a reminder email no later than Monday, October 7th at noon.

HANNAH HAUCH, 2nd Vice President

- October: Tyler Friedson – Topic “Navigating Pro se Cases”
- November: TBD
- Discuss alternative speaker gifts (engraved cups)
- Menu for October evening meeting and social was approved.
- Discuss purchasing a USB adapter for the projector and laptop connection.

GABBY JONES, Recording Secretary

- Board Meeting Minutes for September Meeting

Gabby Jones moved that the Minutes of the September 2024 board meeting be approved, as reported in the Transcript. The motion was seconded by Katherine Johnson, and it carried with no opposition.

- Budget Meeting Minutes

Gabby Jones moved that the Minutes of the August 2024, budget meeting be approved as presented. The motion was seconded by Hannah Hauch, and it carried with no opposition.

SARITA THOMPSON, Corresponding Secretary

- Publish the newsletter by Tuesday, October 8, 2024. The deadline to get your information to Sarita is Friday, October 4th by 5:00 pm.

TINA KNIGHTON, Treasurer

- August and September 2024 Treasurer’s Report

Tina moved that the Treasurer’s Report for August and September 2024 be filed for audit. The motion was seconded by Katherine Johnson, and it carried with no opposition.

- Final Budget presentation

Tina moved that the final budget draft be approved. The motion was seconded by Gaye Boynton, and it carried with no opposition.

JO RUTH HANCOCK, Executive Advisor

CARRIE KING, Parliamentarian - Absent

Next Regular Meeting: October 10, 2024 – Clear Springs

Next Board Meeting: November 6, 2024 – Texas Music City Grill

END TIME: 12:49 pm

Gabby Jones, Recording Secretary

Gaye Boynton, President

TJC HAPPENINGS

WHO'S WHO IN THE TJC PARALEGAL PROGRAM?



Name: **Shannon Ames**

Birthplace: **California**

High School: **Lakewood Senior High School**

Significant other/kids/pets: **5 dogs, 5 roosters, and 2 hens**

Favorite Book(s) or Movies: **The Bible; Groundhog Day**

Favorite Hobbies: **Homesteading Skills, Birdwatching, and Traveling**

What is one fact that few people know about you?

I was a fastpitch softball pitcher.

What's your favorite way to spend your day off? **Studying, playing with my animals, and planning my camper van**

Coffee or tea? **Black Coffee**

What is your favorite quote? **"We too may live a new life." (Rom. 6:4)**

Describe yourself in three words: **I love reading!**

Why should one become a member of TAALP? **TAALP provides an excellent opportunity to network and connect to a great community of legal professionals, and it helps complete our formal legal education.**

Name: **Shelby Morris**

Birthplace: **Mount Pleasant, Texas**

High School: **Burnet High School**

Significant other/kids/pets: **Husband Victor, Angel Baby Morris, & two fur babies, Diesel and Ellie Mae**

Favorite Book(s) or Movies: **True Crime Documentaries**

Favorite Hobbies: **Penny Shopping at Dollar General**

What is one fact that few people know about you?

I had brain surgery when I was ten years old.

What's your favorite way to spend the day off? **With my husband at the lake**

Coffee or tea? **Arnold Palmer (1/2 Sweet Tea, 1/2 Lemonade)**

What is your favorite quote? **"God, grant me the serenity to accept the things**

I cannot change, the courage to change the things I can, and the wisdom to know the difference."

Describe yourself in three words: **Ambitious, Determined, Dependable**

Why should one become a member of TAALP? **TAALP is a great way to get out and network with other members of the paralegal profession. Another great benefit of membership is access to the job bank.**



EMPLOYMENT

October 2024

Contact: Lisa Betts
TAALP Job Bank Coordinator

903.534.0200 or
lisa@sscfirm.com

Position	Practice Areas/Job Description	Location
1. Paralegal	<p>Seeking a Litigation Legal Assistant/Paralegal in Tyler. This position will primarily assist one of our attorneys with their plaintiffs' personal injury litigation docket. Responsibilities include assisting with discovery, court filings, document preparation, and other customary litigation responsibilities. Prior litigation experience is preferred, particularly experience with personal injury litigation. The firm offers competitive benefits, including fully paid health insurance for the employee, life insurance, PTO/vacation time, and 401(k) contributions. Our law firm has recently been voted as a "Best Place to Work" in Tyler and Longview. Pay will be commensurate with experience.</p>	Tyler
2. Paralegal	<p>The primary areas of focus for the position, which is located in Tyler, are probate law, estate planning and business law. Prior experience preferred</p> <p>Firm hours are Monday through Friday, 8AM to 5PM. Position may be offered as part-time or full-time. Pay based upon experience.</p> <p>Seeking a paralegal with the following skills:</p> <ul style="list-style-type: none"> - Detail Oriented - Ability to Multitask and Work Proactively - Excellent Writing Skills - Professional Appearance and Ability to Communicate Professionally - Ability to Track and Meet Deadlines 	Tyler
3. Paralegal	<p>Job Title: Paralegal</p> <p>Overview: We are a growing law firm specializing in civil litigation. We are seeking a detail-oriented and organized Paralegal to join our team. This position plays a crucial role in managing and organizing legal records and assisting with the case workflow. The ideal candidate will have strong administrative skills, attention to detail, and the ability to work effectively in a fast-paced legal environment.</p>	Tyler

Responsibilities:

1. Draft form pleadings and discovery requests in compliance with client guidelines and legal requirements.
2. Monitor and check court dockets for case updates, deadlines, and filings.
3. Summarize discovery responses, medical records, and other case-related documents as needed.
4. Prepare exhibits for motions, depositions, and trial presentations.
5. Perform legal, non-legal, and medical research to support case strategy and argumentation.
6. Coordinate with outside copy and litigation support vendors for document production and management.
7. Maintain effective communication with clients, attorneys, and external parties.
8. Utilize legal software and document management systems proficiently.

Qualifications:

- Bachelor's degree is preferred.
- 2-3 years of previous experience in a legal environment.
- Paralegal certification or diploma is a plus.
- Strong attention to detail and accuracy in document review and summarization.
- Knowledge of legal terminology, document management, and compliance with legal regulations.
- Proficient computer skills, including experience with document management software and databases.
- Excellent communication skills, both verbal and written, with the ability to interact professionally with attorneys, clients, and external parties.
- Ability to prioritize tasks, manage time effectively, and work efficiently under pressure.
- Understanding of confidentiality requirements and adherence to ethical standards in handling sensitive information.
- Strong problem-solving skills and ability to work well in a team.

Benefits:

- Paid Time Off
- Health Insurance
- Dental Insurance
- Vision Insurance

	<ul style="list-style-type: none">• 401(k)• 401(k) Matching• Bonus Structure• Professional development opportunities	
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MEMBERSHIP

2023 – 2024 AND 2024-2025 TAALP Members (Renewal Period)

TAALP would like to thank all the following for your membership:

A

Allison, Dee Anna
Anderson, Glenda Joy
Anderson, Katrina L.
Austin, Sara

B

Baker, Maddie
Barron, Jennifer
Beavers, Mitzi
Betts, Lisa
Blair, Erin E.
Boynton, Gaye
Brinson, Tamra
Brown, Lindsay
Buchanan, Ann

C

Cash, Lanell
Castaneda, Gianella
Castle, Amie
Cerrillo, Elizabeth
Collins Investigations
Connor, Sarah
Coplan, Patricia
Craig, Renee
Crawford, Melani

D

Deposition Resources
Dillon, Candice
Discovery Records, Inc.

F

Faught, Kristy
Figueroa, Julia
Filla, Beth

Foster, Ashley
Freeman, Tabitha

G

Garcia, Rocio (Rosie)
Galindez, Diana
Glover, Brandy
Godwin, Carol
Greathouse, Racheal
Guevara, Patricia

H

Hancock, Jo Ruth
Hauck, Lauryn
Hauch, Hannah
Harvey, Terri
Hesse, Wendy
Huff, Samantha

J

Jackson, Laura
Januzi, Lynnette
Johnson, Katherine
Jones, Christine
Jones, Gabby

K

Kelly Litigation Support
Services
King, Carrie
Kirby, Cindy
Kirkland, Lawan
Knighton, Tina
Koch, Helen
Kopech, Leatha

L

Lewis, Mallory
Lexitas
Lindsey, Terrie
Liska, Rhonda

M

Marshall, Tracy
Marshall, Tynisha
Martinez, Marieliza
Martinez, Marilu
May, Tamara
Miller, Victoria
Morman, Katherine
(Kathy)
Mosley, Sarah
Murphy, Julie

O

O'Neill, Jordan
O'Quinn, Erin
Orellana, Victoria
Overstreet, Madeline

P

Parker, Nancy
Parker, Sheila
Pehler, Rebecca (Becky)
Ponder, Kimberlee E.
Presley, Payton
Puzzo, Danielle

R

Rakestraw, Macy
Rowland, Keri

S

Sepmoree, Tina
Sessions, Ashley
Shipp, Kelsey
Silberman, Amanda
Simon, Gwendolyn
Skeen, Barbara
Slayter, Linda
Smith, Rebecca
Sparks, Rhonda
Spencer, Renda
Swanson, Ashley

T

Taylor, Vickie
Tekell, Amanda
Thompson, Sara
Torres, Maggie
Turchi, Brandi

V

Vallery, Jo

W

Waller, Jason
Wich, Jodi
Wilgus, Melissa
Williams, Brandi
Wolf, Emily
Wootton, Magen



PURPOSE & BENEFITS

THE 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; and
- ★ To support and carry out the programs, purposes, aims and goals of the National Association of Legal Assistants, Inc.

THE BENEFITS OF MEMBERSHIP IN TAALP INCLUDE –

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

The fourth **PURPOSE OF TAALP** is to further education among members of the legal profession.

In addition to providing a monthly opportunity to see friends and make professional connections, TAALP's meetings also provide everyone attending with legal education and information on a wide variety of legal topics and interests.

One of the TAALP board positions, the Second Vice President, is tasked in part with locating and securing speakers for our meetings to make the most of the CLE credit that our members are able to receive from our meetings, in order to help complete requirements for certifications. This board member position is also the Chairperson of the Professional Development/CLE Committee.

The CLE credit is offered at our monthly luncheons and is typically provided by local guest speakers – attorneys, judges, and other professionals in their particular interest area. TAALP also typically hosts a Spring CLE educational Saturday program as well. Additionally, as members of the board are made aware of other offers of free or low-cost CLE opportunities, such as through an online option or meeting or a nearby county association's meeting, or other similar opportunity, that information is shared with our TAALP membership as soon as possible.

COMMITTEES

2023 – 2024 TAALP Committee Volunteers

COMMITTEE <i>brief description of committee</i>	VOLUNTEERS	
MEMBERSHIP <i>review applications for membership or renewal, and to verify that they comply with criteria as defined in the Association Bylaws; maintain historical record of attendance at Association meetings</i>	Johnson, Katherine* Boynton, Gaye Foster, Ashley Freeman, Tabitha Johnson, Brittany Jones, Gabby	Knighton, Tina Rakestraw, Macy Sessions, Ashley Simon, Gwendolyn Thompson, Sara
PROGRAM	Hauch, Hannah*	
NEWSLETTER <i>publish and distribute the newsletter to all members of the Association</i>	Thompson, Sara* Castaneda, Gianella Foster, Ashley Johnson, Katherine	Jones, Gabby Sessions, Ashley Simon, Gwendolyn
EMPLOYMENT <i>maintain a confidential listing of members seeking positions as well as maintain a listing of positions available in the legal profession and to assist the potential employers in finding responsible legal professionals from within the Association to fill said positions</i>	Betts, Lisa* Hauch, Hannah Johnson, Katherine Rowland, Keri Thompson, Sara	
JOINT LUNCHEON <i>coordinate activities associated with the Annual Joint Luncheon sponsored by the Association in conjunction with other local legal organizations to honor area Judges</i>	Buchanan, Ann* Boynton, Gaye Connor, Sarah Foster, Ashley Garcia, Rocio (Rosie)	Johnson, Brittany Johnson, Katherine Thompson, Sara Turchi, Brandi
WAYS & MEANS <i>consider and propose income-producing projects to the Executive Board</i>	Johnson, Katherine Thompson, Sara	
HANDBOOK <i>compile and maintain a book containing the membership roster, Bylaws, Code of Ethics Association, Standing Rules, and such other information as might be directed by the Executive Board</i>	Johnson, Katherine Johnson, Brittany Simon, Gwendolyn Thompson, Sara	
NOMINATIONS <i>ensure that all steps and requirements are followed for nominations and elections for each elected office of the Association</i>	Hauch, Hannah Johnson, Katherine Thompson, Sara	
PROFESSIONAL ETHICS <i>promulgate, revise, and interpret the Code of Ethics and Professional Responsibilities of the Association</i>	Johnson, Brittany Johnson, Katherine Pehler, Rebecca	Rowland, Keri Simon, Gwendolyn Thompson, Sara
LONG RANGE PLANNING / BYLAWS & STANDING RULES	King, Carrie Overstreet, Madeline	
LEGAL PROFESSIONAL OF THE YEAR <i>coordinate criteria and qualifications of the Legal Professional of the Year award, secure recommendations for recipients of the award from the membership, and obtain a volunteer selection committee</i>	Boynton, Gaye Garcia, Rocio (Rosie) Hauch, Hannah Johnson, Brittany	Johnson, Katherine Lewis, Mallory Presley, Payton Thompson, Sara

COMMITTEE <i>brief description of committee</i>	VOLUNTEERS	
PROFESSIONAL DEVELOPMENT & CLE <i>develop programs, seminars, and materials relating to continuing education for legal professionals, working closely with other committees and local Bar Associations</i>	Hancock, Jo Ruth* Januzi, Lynnette Johnson, Brittany Johnson, Katherine King, Carrie	Knighton, Tina Pehler, Rebecceca Simon, Gwendolyn Thompson, Sara
SCHOLARSHIP <i>solicit and receive applications for scholarship awards to be presented by the Association</i>	Cerrillo, Elizabeth Johnson, Katherine O'Neill, Jordan Thompson, Sara	
COMMUNITY SERVICES <i>coordinate service projects and aid recognized organizations</i>	Beavers, Mitzi Garcia, Rocio (Rosie) Cerrillo, Elizabeth Godwin, Carol Hauch, Hannah Johnson, Brittany	Johnson, Katherine O'Neill, Jordan Orellana, Victoria Rowland, Keri Silberman, Amanda Simon, Gwendolyn Thompson, Sara Wich, Jodi
LAW DAY <i>propose, coordinate, and carry out activities to promote Law Day in conjunction with other local legal organizations</i>	Austin, Sara Beavers, Mitzi Brown, Lindsay Cerrillo, Elizabeth Dillon, Candice Fuaght, Kristy Foster, Ashley Hauch, Hannah Johnson, Brittany	Johnson, Katherine Jones, Christine Lewis, Mallory Orellana, Victoria Rowland, Keri Thompson, Sara Turchi, Brandi
FINANCE <i>prepare proposed budget for the upcoming year</i>	Knighton, Tina* Johnson, Katherine Thompson, Sara	
AUDIT <i>audit the financial records of the Association at the close of each fiscal year</i>	King, Carrie* Boynton, Gaye Johnson, Katherine King, Carrie Thompson, Sara	
PROCEDURES MANUAL <i>compile and maintain a manual containing job descriptions, step-by-step responsibilities for each officer and committee chairman</i>	Johnson, Katherine Thompson, Sara	
HISTORY	Johnson, Brittany Johnson, Katherine King, Carrie Marshall, Tracy Simon, Gwendolyn Thompson, Sara	
SUNSHINE <i>send a card to all members of the Association for accomplishments, birthdays, illness, or death of a family</i>	Kopech, Leatha*	
MOCK TRIAL	Helen Koch	

SPONSORS/VENDORS



OCTOBER BIRTHDAYS

HAPPY BIRTHDAY TO OUR MEMBERS:

Sheila Parker	10/5
Carrie King	10/6
Glenda Joy Anderson	10/15
Tina Sepmoree	10/15
Magen Wootton	10/19
Amanda Tekell	10/22
Brandi Turchi	10/22
Erin O'Quinn	10/27
Candice Dillon	10/29



Be sure to wish these members a Happy Birthday if you see them at the TAALP lunch this month!

THANK YOU

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!

OCTOBER MEETING

MEETING INFORMATION

DATE: Thursday, October 10, 2024, at 5:30 p.m. or come on straight from work.

LOCATION: Clear Springs 6519 S Broadway Ave, Tyler, TX 75703

SPEAKER: Tyler Friedson

TOPIC: “Navigating Pro Se Cases”

COST: \$18.00 (payment by debit/credit card will incur an additional \$0.75 processing fee)

RSVP/MENU DEADLINE: Tuesday, October 8, 2024, by noon (email Gaye (rsfinley@msn.com)).

RSVP INSTRUCTIONS:

- 1. Only RSVP if you are attending. (No response needed if not attending.)**
- 2. Email your RSVP to Gaye Boyton (rsfinley@msn.com).**
- 3. If you are planning on eating, a menu will be emailed to you as soon as you RSVP.**
- 4. If you do not have your invite and need another menu, contact Gaye Boyton (rsfinley@msn.com).**

IF YOU HAVE ALREADY SENT AN EMAIL RSVP, YOU DO NOT NEED TO DO SO AGAIN.



TAALP EXECUTIVE BOARD OF DIRECTORS 2023-2024

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Leatha Kopech
President Elect



Katherine Johnson
First VP



Hannah Hauch
Second VP



Tina Knighton
Treasurer



Gabby Jones
Recording Secretary



Sarita Thompson
Corresponding Secretary



Carrie King
Parliamentarian



Jo Ruth Hancock
Executive Advisor