



TYLER AREA ASSOCIATION OF LEGAL PROFESSIONALS JUNE, 2021 NEWSLETTER

President's Message

Leatha Kopech, PP, PLS

Dear TAALP Members:

Anyone else ready for some SUNSHINE??? I don't know about you but I need SUNSHINE and POOL TIME in my life!!!! Other than the crazy amounts of rain we've been receiving, things seem to be getting back on track with our lives... Thanks goodness!!!! Hopefully, everyone has some fun things planned in the near future as we all need to relax after the craziness of the past year.

Another year has flown by, and my first year as President has been amazing. You and I both have been blessed the past year to have such a dedicated and hard-working Board. The Board members serving with me have served with a passion for continuing to build and promote TAALP's amazing organization with a vision for making it a stronger and better organization even through the past year with all the craziness and shut downs. They truly made my job easy! To say I've been blessed to serve with them is an understatement. I have made some amazing friends through my involvement with TAALP and cherish each and every one of those friends. As we move forward into our new year starting in July, I have all the confidence that you will continue to fully support and encourage our new Executive Board members.

Our annual election of officers for 2021-2022 will be held at our regular June meeting at noon on Thursday, June 10, 2020, at Prime 102 (old Jack Ryan's), 102 N College Ave., Tyler. We will not have a speaker this month. So everyone, whether you are eligible to vote or not, please come and support our leaders! You will also have some time to enjoy each other's company. Remember, we do need a quorum of members eligible to vote present for the elections. So if your name was on the list of members eligible to vote that was circulated by Sarah Connor, your attendance and participation in elections is VERY important. Thank you **Lexitas** for sponsoring our June meeting!

I never want to miss the chance to express a big thanks of gratitude to ALL OUR VENDORS! You so generously support TAALP, and we appreciate you all so much!

I look forward to seeing you Thursday at our meeting!

Have a great month AND enjoy your summer!!!

Leatha

TAALP can help get your name out to our members!

For more information, email:
brandit@brownbaumsmith.com

Transcript Ad Rates (Per Month):

Business Card - \$10.00
Quarter Page - \$20.00
Half Page - \$30.00
Full Page - \$50.00

NOTICES:

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

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

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

TAALP
MINUTES OF JUNE 2, 2021 BOARD MEETING
By Helen Koch, on behalf of Laura Brownlow

The Executive Board met at Texas Music City Grill on Wednesday, June 2, 2021, for the monthly meeting. The following board members were present: Leatha Kopech, President; Jo Ruth Hancock, President-Elect; Melissa Wallace, 1st Vice President; Tina Knighton, 2nd Vice President; Brandi Turchi, Corresponding Secretary; Lisa Betts, Treasurer; Carrie King, Executive Advisor; and Helen Koch, Parliamentarian.

Absent was Laura Brownlow, Recording Secretary

Leatha Kopech called the meeting to order at 12:14 pm

LEATHA KOPECH, President

Old Business:

- May meeting attendance: 34
- Half Price Membership – ends this month

New Business:

- Half Price Membership - any applications received – have pay full price and apply towards next year. This month free.
- June Sponsor – Lexitas
- June meeting is Elections – Prime 102 – Select Menu
- Leatha will send Vendor sponsorship letters for 21-22 out by the end of next week

JO RUTH HANCOCK, President-Elect

- NALA Mid-Year report due June 8th. The Board reviewed and approved for submission.
- NALA membership renewal is due, and will be renewed this month

MELISSA WALLACE, 1st Vice President

- 20-2021 Renewal Membership total to date 98 members 6 of those being vendors as of May 12, 2021.
- We have three members registered for the 21-2022 year.
- Evite for June 10, 2021 membership meeting at noon (Deadline to RSVP Tuesday, June 8 at 5:00) - send evite on Friday, June 4, 2021. Location: Prime 102, Menus will be sent prior to the meeting to those attending. Orders will need to be returned to Jo Ruth no later than Tuesday, June 8th at 5:00 and forwarded to the restaurant on June 9, 2021, so orders can be ready upon arrival. Reminder Evite no later Tuesday, June 8, at noon.

TINA KNIGHTON, 2nd Vice President

- June: No Speaker - Elections
- July: Judge Nathaniel Moran – Mental Health

LAURA BROWNLOW, Recording Secretary

- Brandi Turchi moved that the Minutes of the April, 2021 and May, 2021, board meetings be approved, as reported in the Transcript. The motion was seconded by Lisa Betts, and it carried.
- Minutes for today's meeting to be drafted in time to meet newsletter deadline of 5:00 p.m. on Friday, June 4th.

BRANDI TURCHI: Corresponding Secretary

- Publish the newsletter by Wednesday, June 9, 2021. Deadline to get your information to Brandi is Friday, June 4 by 5:00 pm.
- June Spotlight Member: Marcia Wharen

LISA BETTS, Treasurer:

- May 2021 Treasurer's Report

Lisa Betts moved that the Treasurer's Report for May 2021, be filed for audit. The motion was seconded by Brandi Turchi, and it carried.

Lisa Betts moved to reconcile the bank balance due to an expired check. The motion was seconded and it carried. A reconciliation report will be prepared, submitted to the Board, and will be filed for audit.

CARRIE KING, Executive Advisor

- The Bylaws that were amended in 2013 were discussed. Lisa Betts moved that they be approved and ratified. The motion was seconded by Brandi Turchi, and it carried.

HELEN KOCH: Parliamentarian

- Law Day – September 30

June Membership Meeting: June 10, 2021 – Prime 102

Next Board Meeting: June 30, 2021 – TBD

July Membership Meeting: July 8, 2021 – TBD

The meeting concluded at 12:52 pm.

Laura Brownlow, Recording Secretary

Leatha Kopech, President

Presented by Helen Koch

EMPLOYMENT – JUNE 2021

Contact: Lisa Betts

TAALP Job Bank Coordinator

903.534.0200 or lisa@sscfirm.com

Position	Practice Areas/Job Description	Location
1. Receptionist/Assistant	Wood County DA's office is looking for full-time Receptionist/Assistant. See my email from 3-19-21 on how to apply	Quitman
2.Receptionist, Immigration Legal Asst. & Immigration Paralegal	Due to the length of the job description, please see my email from 4/15/21.	Tyler
3. Medical Records Clerk	Full-time Medical Record Clerk for downtown office. 1-2 years of office clerical exp required; detailed oriented, highly organized, strong technical skills, and team player. <u>Prior medical records exp is strongly preferred</u>	Tyler
4. Legal Assistant	A solo practice attorney in Mineola is looking for a full-time Legal Assistant/Paralegal. This job does require one year of law office experience preferably in Probate or Guardianship. The attorney also practices family law and CPS cases in Wood County. The candidate must also have exceptional organizational skills. Because of the size of the firm, she does not offer health insurance or other benefits.	Mineola
5. Case Manager/Paralegal	<p>Our practice is currently accepting applications for a full time case manager/paralegal. The ideal candidate will be a positive, energetic, self-starter with great customer service skills. Our new team member must be organized and proficient in handling multiple client files for numerous experts. We are a fast-paced practice so the ability to perform and execute time sensitive tasks in a calm and organized way is a must. The Case Manager/Paralegal will aide our experts in overseeing daily case work to ensure everything is completed on schedule. We are seeking a full-time case manager who can handle the following duties: drafting engagement letters, completing intake calls and assigning cases to the appropriate expert; sorting client documents and files, maintaining accurate up-to-date case information throughout the client's case until settlement; overseeing deadlines and calendaring; deposition, trial and hearing arrangements; communicating case details with our expert team; forwarding and arranging calls, emails, faxes, and all correspondence; speaking with clients and attorneys and ensuring high satisfaction/responsiveness.</p> <p>Qualifications:</p> <ul style="list-style-type: none">• Must have paralegal experience• Must be knowledgeable in calendar management	Tyler

	<ul style="list-style-type: none"> • Must be knowledgeable in Adobe, Excel and Word • Must be able to multi-task • Bilingual is not required but could be beneficial <p>Compensation and Benefits:</p> <ul style="list-style-type: none"> • Healthcare • Retirement • Paid time off 	
6. Paralegal	<p>Litigation – This candidate should have a minimum of three to five years of experience as a paralegal in litigation. Candidate should have a strong work ethic and be able to work both independently and as a team member. Responsibilities for this position includes, but is not limited to, managing the attorneys dockets, scheduling, calendaring, client interviews, drafting pleadings, preparing and answering to discovery, review of medical records and preparing medical chronologies, review employment records and preparing summaries, and preparation for and attend trials.</p> <p>The firm offers competitive compensation and benefit plan. Compensation will be based upon the candidate's experience.</p>	Tyler

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

Amaya, Lia	Earls, Kristen	Langston, Denise	Taylor, Vickie
Ascencio, Gabriela	East Texas Crisis Center	Lexitas	Tekell, Amanda
Avery, Jacqueline	Epic Office Solutions	Liska, Rhonda	Theford, Kimberly
Berrum, Melissa	Evans, Karen S.	Luker, Kayla	Thomas, Deborah
Betts, Lisa	Field, Joanna	Mapes, Sarah	Toon, Kristine
Blair, Erin	Freeman, Tabitha	Marshall, Tracy	Torres, Magali
Boynton, Gaye	Godwin, Carol	Martinez, Marieliza	Turchi, Brandi
Brooks, Bonnie	Goley, Carol	May, Tamara	Vallery, Jo
Brotherton-Pyatt, Margaret	Hall, Carrie	Mayfield, Tammye	Velasco, Brenda
Brownlow, Laura	Hancock, Jo Ruth	McLeod, Jacob	Vickers, Hailey
Buchanan, Ann	Hankins, Melanie	McMillan, Jocelyn	Wallace, Melissa
Carter, Kimberly	Harvey, Terri	Mendell, Melissa	Watson, Christy
Cash, Lanell	Hemphill, Carla	Miller, Susan	Wharen, Marcia
Clarkston, Paul	Henry, Sally	Pilcher, Laney	Wheeler, Connie
Collins Investigations	Hesse, Wendy	Rakestraw, Macy	White, April
Connor, Sarah	Heyder, Brittany	Rex, Renda	Wich, Jodi
Coplan, Patricia	Jackson, Laura	Scirto, Hannah	Wilgus, Melissa
Crawford, Melani	Johnson, JaKayla	Sepmoree, Tina	Williams, Brandi
Crim, Nancy	Johnson, Sandy	Sherrill, Sharon	Williams, Cayce Della
Deck, Mary	Jones, Christine	Shipp, Kelsey	Wootton, Magen
Deposition Resources	Jones, Gabby	Shirley, Racheal	
Dillon, Candice	Jones, Jordae	Skeen, Barbara	
Discovery Records	King, Carrie	Slyater, Linda	
	Kirby, Cindy	Sparks, Rhonda	
	Knighton, Tina	Starcher, Darcy	
	Koch, Helen	Starkey, Emily	
	Kopech, Leatha		
	Kramer, Jackie		

Our purpose of TAALP is:

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

The benefits you will have with TAALP are:

- ✚ CLE approved programs and seminars

- ✚ Discounts to TAALP seminars
- ✚ Access to job bank
- ✚ Subscription to monthly newsletter - The Transcript
- ✚ Great network to other legal professionals

Process Service

Surveillance

Witness Locate

Michael J Collins
Private Investigator

COLLINS
INVESTIGATIONS

110 N. College Ave
Suite 1504
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Lic. No. A08864

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Background Searches

Jury Research

Interviews

mikecollins@sprintmail.com

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Member TPSA, NAPPS and TAALP



June Birthdays

*Kristine Toon 3rd
Karen Evans 8th
Tamara May 13th
Joanna Field 15th
Sharron Sherrill 15th
Christy Watson 29th*

It's
SUMMER
Time

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

Hi all. My name is Marcia (pronounced Marsha) Wharen which is spelled weird also. Three and a half years ago I was diagnosed with breast cancer. Thankfully, it was caught early, and I have recovered fully. This was, however; a life-changing event for me and since that time I have completed my bachelor's degree in business administration and begun study for my paralegal certificate. I have always wanted to work in the legal field and am now trying to find an entry -level position somewhere. Cancer just made me more aware of how short life is and we should try to do things we love more than things that we must do.

I am married for almost 25 years and although we do not have children, we have four dogs that we spoil like kids. I play the trumpet and try to participate in the community band in Mineola, the Lake Country Symphonic Band, when my work schedule permits. I am currently employed in the retail industry, so my schedule varies somewhat.

I have not been able to attend many meetings because of my schedule but hope that I will be able to attend more in the future so I can place faces to some of the names I see. Thanks for asking me to do this.





TAALP EXECUTIVE BOARD OF DIRECTORS 2020-2021

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