



RED RIVER REVIEW

OFFICIAL NEWSLETTER OF

RED RIVER VALLEY PARALEGAL ASSOCIATION

ANNUAL MEETING – SPECIAL EDITION 2017

Welcome to the 2017 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
ANNUAL MEETING OF THE MEMBERSHIP
AGENDA**

October 12, 2017

- I. Call to Order – Lisa Kilde, President
- II. Roll Call 2017-2018 Membership List – Andrea Miller, Secretary | Page 3
- III. 2016-2017 Officers and Directors | Page 4
- IV. Secretary’s Report – Annual Meeting Minutes October 6, 2016 | Page 5, 6, 7
- V. Treasurer’s Report 2016-2017 | Page 8, 9, 10
- VI. Appointment of Tellers | Page 11
- VII. Election of 2017-2018 Officers | Page 11
- VIII. Election of 2017-2018 Regional Directors | Page 11
- IX. New Business
 - i. Proposed 2017-2018 Budget | Page 11
 - ii. Other New Business
- X. Presentation of Reports
 - i. Officer and Director Annual Reports | Page 12, 13
- XI. Announcements
 - i. Short meeting for Newly Elected Board Members
 - ii. Other Announcements
- XII. Adjourn

II. ROLL CALL 2017-2018 MEMBERSHIP LIST

This list is as of October 11, 2017. 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 Bjomdahl	Tiffany Hrcir	Jill Nona
Angela Bossert	Lacey Hruby	Kaitlin Olson
Kelly Brammer	JoAnne Jacobson	Magen Pavlicek
Stacy Brekke	Lisa Kilde	Kayla Peterson
Winter Brendemuhl	Julie Koppelman	Abby Pitsenbarger
Maggie Burlingame	Kirsten Kounovsky	Tiffany Plutowski
Kylee Carlin	Stephanie Landstrom	Amanda Rickenberg
Jennifer Christenson	Jericka Lyon	Josh Roaldson
Angie Coppin	Rachel Martin	Suzanne Schaumburg
Brooke DeGonda	Jessica McCaslin	Dona Schock
Rachel Dewald	Amanda Menke	Gillian Senger
Anna Dillon	Rachel Meske	Timothy Steuber
Nicole Engelman	Andrea Miller	Katy Tellinghuisen
Kathy Freidig	Jolene Mullen	Eileen Tronnes Nelson
Sara Gerdon	Andrea Murphy	Karyn Vasek
Hannah Gilbert	Barbara Nash	Lisa Wilhelmi
Courtney Guenther	Ashley Nelson	Bailey Wills
Abby Hammes	Erin Nodland	Remi Workman
Jodi Hasbrouck-Wagner		

Associate Members:

Brenda Halbakken
L. Wayne Young

Student Members:

Sandra Fischer
Ashley Koehn
Maurice Rocha
Brittany Shape

Sustaining Members:

Minnesota State University Moorhead

III. 2016-2017 Officers and Directors

OFFICERS

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

Co-First Vice Presidents..... Rachel Martin
Severson, Wogsland & Liebl, P.C.
rachel.martin@swlattorneys.com

&

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

Second Vice President.....Katy Tellinghuisen
Fremstad Law Firm
katy@fremstadlaw.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@catholichealth.net

Parliamentarian.....Erin Nodland
O’Keeffe, O’Brien, Lyson & Foss
erin@okeeffeattorneys.com

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

&

Winter Brendemuhl
O’Keeffe, O’Brien, Lyson & Foss, Ltd.
winter@okeeffeattorneys.com

COMMITTEE CHAIRPERSONS

Education..... Magen Pavlicek
mpavlicek@morleylawfirm.com

&

Rachel Martin
rachel.martin@swlattorneys.com

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

Membership.....Katy Tellinghuisen
katy@fremstadlaw.com

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

Legal Assistant Day.....Magen Pavlicek
mpavlicek@morleylawfirm.com

&

Josh Roaldson
jroaldson@ohnstadlaw.com

&

Winter Brendemuhl
winter@okeeffeattorneys.com

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

Outreach Program..... Andrea Miller
andrea@traynorlaw.com

IV. ANNUAL MEETING MINUTES OCTOBER 6, 2016

BY: Andrea Miller, Secretary

I. CALL TO ORDER

The annual meeting of the Red River Valley Paralegal Association (RRVPA) convened at 12:62 p.m. on Thursday, October 6, 2016, at the Courtyard by Marriott, Moorhead, Minnesota.

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, took roll call of the 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
Josh Roadldson – Co-First Vice President
Magen Pavlicek – Co-First Vice President
Amanda Lee – Second Vice President
Andrea Miller - Secretary
Julie Koppelman – Treasurer
Dona Schock – NALA Liaison
Magen Pavlicek – North Region Director
Hannah Gilbert - South Region Director
Erin Nodland – Parliamentarian

VII. SECRETARY'S REPORT

Minutes of the Annual Membership meeting of September 24, 2015, 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 2016-2017

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 OCTOBER 6, 2016 CONTINUED

Declared candidates for office were:

President – Lisa Kilde
Co-First Vice President – Magen Pavlicek
Co-First Vice President – open
Second Vice President – Katy Tellinghuisen
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 – Magen Pavlicek
Co-First Vice President – Rachel Martin
Second Vice President – Katy Tellinghuisen
Treasurer – Julie Koppelman
Secretary – Andrea Miller
NALA Liaison – Dona Schock

Rachel Martin was nominated as a candidate for Co-First Vice President. Rachel accepted this nomination and was voted Co-First Vice President.

VII. ELECTION OF REGIONAL DIRECTORS 2016-2017

Declared Candidates for South Region Director:
Open

Josh Roaldson and Winter Brendemuhl were nominated as Co-South Region Directors. Josh and Winter both accepted this nomination and was voted Co-South Region Directors.

Declared Candidate for North Region Director:
Magen Pavlicek

Candidate for North Region Director was voted upon and approved.

VIII. NEW BUSINESS

Adopt 2016-2017 Budget

The 2016-2017 budget was presented for inspection by the members. A motion was made to accept the 2016-2017 annual budget as presented. The motion carried.

ANNUAL MEETING MINUTES OCTOBER 6, 2016 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. COMMITTEES

There was a motion to amend the committees to remove the Nominations/Elections Committee and to rename this committee the Outreach Committee. This motion passed. It was decided that the Officers will be in charge of the committees as follows:

Education – Co-First Vice Presidents
Membership – Second Vice President
Finance & Audit – Treasurer
Public Relations/Newsletter/Marketing/Website – President
Mentor – NALA Liaison
Outreach – Secretary

Each committee met and had their own meeting.

XI. ANNOUNCEMENTS

There will be a short meeting of the Board following the Annual Meeting.

XI. ADJOURNMENT

The meeting was adjourned at approximately 1:17 p.m.

Positive Mind.
Positive Vibes.
Positive Life.

V. TREASURER'S REPORT 2016-2017

Line Item	Budget 16-17	Actual
Income:		
Dues	3,700.00	3,530.00
Bank Interest	5.00	2.64
Regional Meetings	0.00	0.00
Seminars (includes some expense for next fiscal year)	500.00	-987.07
Sponsorship	2,000.00	3,000.00
Additional Budget amounts	0.00	0.00
Miscellaneous income	0.00	30.00
Income carried forward from prior year	8,871.05	8,872.01
Totals	15,076.05	14,447.58
Fixed Expenses:		
Nala Affiliation Fee	225.00	225.00
Post Office Box Rent	0.00	0.00
Scholarship	500.00	0.00
Community	1,500.00	1,178.43
North Dakota Annual Filing Fee	10.00	15.00
Web page	0.00	169.21
Variable Expenses:		
Legal Assistant Day	1,000.00	545.52
Regional Events	1,000.00	500.00
Member Benefits	1,000.00	0.00
Miscellaneous expenses	750.00	582.26
NALA Liason Expenses	1,500.00	1,656.12
Newsletter/Website/Marketing	500.00	0.00
Postage/Copies	50.00	0.00
Stationery	50.00	0.00
Income carry forward to next year	6,991.05	0.00
Totals	15,076.05	4,871.54

TREASURER'S REPORT 2016-2017, CONTINUED

Date	Check	Description	Disbursements	Receipts
9/1/2016		Balance brought forward: Alerus Checking		\$1,795.83
9/1/2016		Balance brought forward: Alerus Savings		\$7,076.18
8/15/2016	2165	NALA: Annual Dues	\$225.00	
8/15/2016		Deposit: Membership dues for 16-17		\$3,150.00
10/4/2016		Deposit: Sponsors		\$2,400.00
10/4/2016		Deposit: Membership dues for 16-17		\$260.00
10/7/2016		Deposit: Fall Seminar Registrations		\$2,185.00
10/7/2016		Deposit: Sponsors		\$300.00
10/5/2016		Gift cards for fall seminar speakers	\$140.00	
10/6/2016		Carol Widmans - fall seminar	\$51.06	
10/6/2016		Office Max - fall seminar	\$56.07	
10/6/2016		Office Max - fall seminar	\$8.07	
10/6/2016		Office Max - fall seminar	\$86.00	
10/5/2016	2167	TLC - ND Animal Rescue - Donation	\$500.00	
10/5/2016	2168	Soul Purpose - fall seminar	\$331.00	
11/17/2016		Deposit: Fall Seminar Registrations		\$75.00
11/18/2016		Erbert & Gerberts - board meeting	\$68.73	
10/5/2016	2166	Diamond in the Ruff - Donation	\$500.00	
10/28/2016	2169	Courtyard by Marriott - fall seminar	\$1,969.28	
11/8/2016	2170	Fargo Public Schools - Career Expo	\$125.00	
11/17/2016	2171	Andrea Miller: Board Meeting	\$7.00	
12/19/2016	2172	Lisa Kilde: Fall Seminar	\$17.44	
12/19/2016	2172	Lisa Kilde: Career Expo	\$32.37	
12/31/2016		Interest		\$0.89
1/11/2017	2173	Lisa Kilde: Microphones	\$37.98	
2/28/2017		GoDaddy: Website	\$128.87	
3/9/2017		Deposit: Sponsors		\$300.00
3/9/2017		Deposit: Lunch and Learn		\$20.00
	2174	VOID	\$0.00	
3/8/2017	2175	Katy Tellinghuisen: MSUM Event	\$53.43	
3/9/2017	2176	ND Secretary of State: Annual Renewal	\$15.00	
3/31/2017		Interest		\$0.87
5/18/2017		Deposit: Dues		\$120.00
5/18/2017		Deposit: Lunch and Learn		\$10.00
5/19/2017		Green Mill: Board Meeting	\$108.64	
5/31/2017		Go Daddy: Website	\$40.34	
4/28/2017	2178	Lisa Kilde: NALA flight and registration	\$1,075.60	

5/19/2017	2179	Andrea Miller: Board Meeting	\$10.00	
6/30/2017		Interest		\$0.88
6/30/2017	2180	Magen Pavlicek: N Region LA Day	\$377.58	
7/28/2017		Jimmy Johns: Board Meeting	\$70.19	
7/31/2017		Rhombus Guys: S Region LA Day	\$232.35	
7/28/2017	2177	Magen Pavlicek: Lunch & Learn	\$15.00	
7/27/2017	2181	Julie Koppelman: S Region Events	\$667.94	
8/2/2017	2182	Lisa Kilde: NALA hotel	\$580.52	
8/22/2017	2184	Rachel Martin: Fall Seminar	\$503.15	
8/23/2017	2185	Rachel Martin: Fall Seminar	\$85.00	
		The bolded checks are for the next fiscal year.		
		Balance	\$9,576.04	

say yes
to new
adventures



VI. APPOINTMENT OF TELLERS FOR ELECTION

VII. ELECTION OF 2017-2018 OFFICERS

President (1)

Rachel Martin

Co-First Vice Presidents (2)

Magen Pavlicek

Open

Second Vice President (1)

Katy Tellinghuisen

Secretary (1)

Andrea Miller

Treasurer (1)

Angie Bossert

NALA Liaison (1)

Eileen Nelson

VIII. ELECTION OF 2017-2018 REGIONAL DIRECTORS

North Region (2)

South Region (2)

IX. PROPOSED 2017-2018 BUDGET

To be set at the next upcoming board meeting.

X. OFFICER AND DIRECTOR ANNUAL REPORTS

PRESIDENT'S REPORT

BY: Lisa Kilde

During my years of proudly serving as RRVPA President I feel that I have not only grown professionally but also personally. Interacting with each of you, my wonderful peers, has been encouraging. Working with the talented members of our board has been inspiring. And I now know I can - and should - push myself to do things I never thought I would be comfortable doing.

Attending the NALA Convention in Orlando this July was something I never thought I could do by myself. Traveling alone was something I had never done. Attending a 3 day national conference with only knowing only a hand full of people out of hundreds was outside of my comfort zone. However, my trip to the NALA Convention was reassuring and uplifting. I discovered that I can do anything that I set my mind to. I discovered I can meet amazing individuals if I just go introduce myself to a stranger. Finally, I discovered that being a part of RRVPA is more than just lunches, socials, and seminars; we are all here to support each other. The power of paralegals as a profession is greater than any one person.

These last three years have been the most fun and encouraging years of my professional career. I am glad that I was able to serve as your president. Thank you for all or your continued support! See you all around at the upcoming RRVPA events!

I now encourage each of you to reach outside of your comfort zone and discover the great things you can accomplish!

Lisa

CO-FIRST VICE PRESIDENTS' REPORT

BY: Magen Pavlicek & Rachel Martin

As many of you know, the Co-Vice Presidents also lead the education committee for the Red River Valley Paralegal Association. Over the past year we have focused our time and energy on bringing the membership diverse opportunities to expand their legal skill set. This has been a fun undertaking and I think we can all agree that there have been some pretty dynamic speakers! We would like to take a minute to thank each and every one of you who has participated throughout the past year, whether it has been at one of the Lunch & Learns, or even here today at the Fall Seminar. We appreciate the ongoing support and involvement of all members and look forward to continuing to expand our organization and outreach in the upcoming year

Magen & Rachel

NORTH REGION CO-DIRECTORS' REPORT

BY: Magen Pavlicek

Over the past year the North Region has had several get togethers for lunch or for happy hour. We had a successful Paralegal's Day Pizza Party, which was enjoyed by all. Since I am stepping down as the North Region Director, I would like to thank all of those who have attended our luncheons and Paralegal Day celebration for the past few years. It has been a joy to get to know each and every member.

Magen

SOUTH REGION CO-DIRECTOR'S REPORT

By: Winter Brendemuhl & Josh Roaldson

Hello RRVPA members! It was another fun year of our local paralegals gathering to dine together. We were also able to mix in a few "Lunch & Learns". It is really nice to have good turnouts for these events. Paralegal Day was probably the highlight on the roof at Rhombus Guys. Every paralegal that attended was given a "Paralegal Survivor Kit". We hope all of you have been able to utilize it!

- I STILL HAVE ALL MY BAND-AIDS SO I HAVE BEEN ABLE TO AVOID THOSE PESKY PAPER CUTS. - JOSH

Winter & Josh

NALA LIAISON REPORT

By: Dona J. Schock, ACP

Being the NALA Liaison for RRVPA has been rewarding in many areas. I've learned many things about the profession and our association including:

1. How our association came into being.
2. The importance of our little association to NALA. NALA continually looks to their associations to bring ideas and issues forward.
3. On behalf of all paralegals nationwide, NALA has filed three amicus briefs with the US Supreme Court to establish the award of paralegal time within attorney fee awards.
4. The comradery of the profession across this nation. I've made life-long friends and mentors through NALA.

I've served as your NALA Liaison since 2012 and I thank you for your support over the last 5 years.

Dona

The days you
Are most
Uncomfortable
Are the days
You learn
The most about
Yourself.
- Mary L. Bean

