



Tulsa Area Paralegal Association

November 7, 2019

In TAPA's 37th year, the Board of Directors continued to improve on new ideas begun in recent years, part of the plan to take the association in a direction that would incite growth and continue our mission of "developing and promoting professional excellence among paralegals," while meeting the needs of our members in a rapidly changing world.

For the second year, TAPA followed a new, experimental model for the format of TAPA's educational events. Continuing to recognize that our members lead very busy lives, we implemented a schedule that enabled members to attend fewer events during the year, while making those events more substantial in length and content. We were excited to have put together an interesting mix of creative topics and speakers. The 2019 budget was streamlined to allow these events to be completely free to members, which provided members the opportunity to earn 10 hours of continuing legal education credit for only the price of the annual dues.

For the fourth year, TAPA continued its community outreach relationship with the Lindsey House, a local residential home for situationally homeless single mothers. This relationship has been incredibly rewarding for TAPA. Our major project each year has been putting together and delivering baskets of personal care items for the 13 mothers that reside at Lindsey House, in time for Mother's Day. This year we had an overwhelming response of both donated items and money from the TAPA membership, which enabled us to put together very generous baskets. The surplus of money received that was not used for the basket project was donated to the Lindsey House.

Other highlights from TAPA's 2019:

- Several TAPA members attended the NALA Annual Conference in Scottsdale, Arizona in July. TAPA member Debra Overstreet was elected to a second term as NALA Secretary.
- Members of TAPA's Board attended and represented the association at the Association of Legal Administrators Expo in March, the Tulsa Community College Paralegal Studies Program Career Fair, and the University of Tulsa's paralegal program's current class.
- TAPA is now a co-chair of the Advisory Committee for the TCC Paralegal Studies program, which gives our association a voice in shaping northeast Oklahoma's largest paralegal educational program.
- Several TAPA members serve on national committees for NALA.
- TAPA is now nearly paperless, fully utilizing online systems for membership and event registration, email distribution, newsletter updates, and recordkeeping.

None of these accomplishments would have happened without the enthusiasm and energy of the 2019 Board. This is a team of hard working, intelligent, dedicated, selfless, diverse, creative, and fun women that have become a cohesive unit devoted to serving our association.

It has been an honor and a pleasure to serve TAPA and you, the members, this year.

Lisa Stone, ACP
President



Tulsa Area Paralegal Association

November 6, 2019

2019 ANNUAL REPORT BY FIRST VICE PRESIDENT OF MEMBERSHIP

For 2019 TAPA had a total of 84 members. Of these members, we had 70 active members, 6 student members, and 8 sustaining members. The membership fees for active members remained the same at \$70.00 and for student members \$25.00.

Respectfully Submitted,

Lucinda Humphrey, CP
First Vice President, Membership

TULSA AREA PARALEGAL ASSOCIATION



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2019 ANNUAL REPORT BY SECOND VICE PRESIDENT OF EDUCATION

TAPA has provided a total of 10 hours of continuing legal education for 2019. TAPA's Second Vice President of Education, Jennifer Arnold, along with members of the Board secured a variety of speakers and topics for the year. TAPA offered all seminars free of charge to all members and provided meals at each one. We hope that our members enjoyed this year's slate of speakers and we hope to provide some great ones next year. If any members have any ideas for topics, speakers or locations I would be glad to hear them, you can contact me any time. Any feedback from our members is greatly appreciated. Thank you for allowing me to serve as your Second Vice President of Education for the year, 2019.

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| April 13, 2019 | TAPA Spring Seminar
"How To Be A Good Witness"
Speaker: Dennis Fries, Assistant U.S. Attorney
1.5 hours of CLE

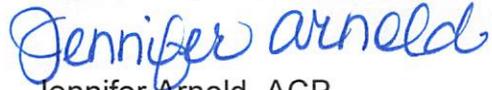
"Siri, Alexa, and the Smartphone"
Speaker: Mbilike Mwafulirwa, Brewster & De Angelis
1.0 hours of CLE

"Leadership and Team Excellence"
Speaker: Greta Zeimetz, CAE
1.5 hours of CLE
37 attendees |
| May 6, 2019 | TAPA Seminar
"Medical Marijuana Next Step for Employers"
Speaker: Charlie S. Plumb, McAfee & Taft
1.5 hours of CLE
36 attendees |
| June 24, 2019 | TAPA Summer Seminar
"Utilizing Jury Research to Understand the Millennial Effect in the Jury Box"
Speaker: April Ferguson, CEO, Opveon
1.5 hours of CLE
21 Attendees |

TULSA AREA PARALEGAL ASSOCIATION

- Sept. 26, 2019 TAPA Fall Seminar
"David Grann's Killers of the Flower Moon: The Osage Murders and the Birth of the FBI"
Speaker: Mike McBride, III, Crowe & Dunlevy
1.5 hours of CLE
33 Attendees
- November 7, 2019 Annual Meeting
"The Not-So-Legally-Wed Game"
Speakers: Randi Donaldson and Lisa Stone, ACP, T.D. Williamson
1.5 hours of CLE

Respectfully Submitted,



Jennifer Arnold, ACP
Second Vice President, Education

TREASURER'S ANNUAL REPORT TO TAPA MEMBERSHIP

Checkbook balance from December 31, 2018	\$ 4,989.00
Income received for dues and seminar registration fees to date	\$ 6,431.70
Operating expenses to date	\$ 3,684.30
Checkbook balance as of November 4, 2019	\$ 7,736.40

I hereby certify that the foregoing is a correct statement of money received and disbursed by me during this period and the total checkbook balance at the end of this period is correct.



Tracy Mosz, TAPA Treasurer

11/4/19

Date

COMMUNICATIONS ANNUAL REPORT FOR 2019

The Communications Officer is responsible for communications to the membership, promoting and maintaining TAPA's electronic media presence, public relations, and managing the Association's publications.

TAPA continues to use its updated methods for communicating with members and others, both to stay current with social media and communication trends and to ensure professionalism and consistency in how our association is represented. While this new digital format which began in 2017 was a bit of an adjustment for some, by 2019 the members seemed to be well adjusted and embracing the updated format.

Eventbrite

TAPA continued to use Eventbrite for all its registrations. This has allowed us easy online records as well as the ability to safely accept credit card payments in compliance with the Payment Card Industry Data Security Standards. Depending on what is the best method for members, they may still register online and choose to mail a check for their payment.

Job Bank

Between January 1 and November 5, 2019, 35 paralegal positions were posted the Job Bank on the TAPA website and distributed to members. This is up from 27 posted paralegal positions in 2018 and 20 posted paralegal positions in 2017. TAPA has added a support position column on the job page. Six support positions were posted since May of 2019. These positions are not sent out via email, but are added directly to the Job Bank site on the TAPA website. This change was made specifically with out student members in mind.

Website

The TAPA website (www.tulsaparalegals.org) is the central hub of information about the association. The website provides a calendar of events, the Board of Directors and their contact information, TAPA's governance documents, and a form for visitors to contact TAPA with questions or inquiries. Social media and email announcements regarding membership, events, newsletters, and Job Bank postings all link back to the website. In 2019, the website had an average of 1,879 visits per month.

TAPA Blog

In 2017 TAPA replaced its quarterly newsletter with a blog (www.tulsaparalegals.wordpress.com). Lisa Stone continues to write great posts and find paralegal relevant articles to post. These articles are also linked to the TAPA Facebook and LinkedIn pages.

Social Media

TAPA's Facebook page currently has 370 "followers" which is a 22% increase from 2018. In 2018 TAPA had 289 "followers," which is a 15% increase from 2017. Relevant articles and other items were posted throughout the year to encourage discussion and participation by members and followers.

Tapa is continuing to build its LinkedIn presence which it began part way through 2018. There are currently 43 followers on LinkedIn, which is up from 22 in 2018.

TAPA Instagram was new to the social media platform in 2019. TAPA has posted 22 times in 2019, and we have 69 followers.

A new feature TAPA began in 2019, is to periodically highlight various members on social media through member profiles. These social media posts have been exceedingly popular. We will continue to expand this in 2020 as a way for TAPA members to get to know their fellow members.

Email

TAPA continues to use MailChimp for distribution of mass emails. This free program has improved the layout and appearance of our emails, thus giving TAPA's communications a more professional appearance. It has also enabled us to maintain more accurate distribution lists.

I have enjoyed serving as the Communications Officer and tag-teaming with Lisa Stone to make TAPA a valued resource for paralegals. This resource assists paralegals with knowledge of what is happening within TAPA and in the broader legal community.

Julianna Adams, ACP
Communications Officer
November 5, 2019