

RED RIVER REVIEW

ANNUAL MEETING – SPECIAL EDITION 2014

Welcome to the 2014 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

RED RIVER VALLEY PARALEGAL ASSOCIATION ANNUAL MEETING OF THE MEMBERSHIP AGENDA

SEPTEMBER 26, 2014

- I. Call to Order – Lisa Kilde, President
- II. Roll Call 2014-2015 Membership List – Andrea Miller, Secretary | Page 3
- III. 2013-2014 Officers and Directors | Page 4
- IV. Secretary’s Report – Annual Meeting Minutes Sept. 26, 2013 | Page 5, 6, 7
- V. Treasurer’s Report 2013-2014 | Page 8, 9
- VI. Appointment of Tellers | Page 10
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- VIII. Election of 2014-2015 Regional Directors | Page 11
- IX. New Business
 - i. Proposed 2014-2015 Budget | Page 12
 - ii. Other New Business
- X. Presentation of Reports
 - i. Officer and Director Annual Reports | Page 13, 14, 15, 16
- XI. Announcements
 - i. Short meeting for Newly Elected Board Members
 - ii. Other Announcements
- XII. Adjourn

II. ROLL CALL 2013-2014 MEMBERSHIP LIST

This list is as of September 26, 2014. If your name does not appear, please notify the Chair 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:

Sherrie Bee	Stephanie Landstrom	Kayla Peterson
Angie Bossert	Stacey Larson	Abby Pitsenbarger
Stacy Brekke	Amanda Lee	Lisabeth Pladson
Amber Cleveland	Lacey Lesmeister	Tiffany Plutowski
Kendra Dais	Fran Lundblad	Josh Roaldson
Rachel Dewald	Jericka Lyon	Suzanne Schaumburg
Illa Engel	Jessica McCaslin	Dona Schock
Nicole Engelman	Mistte Maddock	Hannah Schuett
Kathy Fredig	Amanda Menke	Rebecca Shelkey
Sara Gerdon	Rachel Meske	Tiffany Stavish
Deb Haarsager	Andrea Miller	Tim Steuber
Kaitlin Hagen	Andrea Murphy	Julie Stoen
Amber Hayes	Barbara Nash	Kathleen Stradley
Michelle Hoppe	Heidi Neumann	Eileen Tronnes Nelson
Lacey Hruby	Erin Nodland	Karyn Vasek
Vicki Kasper	Mackenzie Noer	Lisa Wilhelmi
Lisa Kilde	Jill Nona	
Julie Koppelman	Magen Pavlicek	
Kirsten Kounovsky	Katie Perlenfein	

SUSTAINING MEMBERS: Christine Ferguson, Tracy Gompf

ASSOCIATE MEMBERS: Chelsea Hammond, Suzanne Lass, Wayne Young

STUDENT MEMBERS: Carmen Gross, Angelique King, Maggie O'Neill, Katy Tellinghuisen

III. 2013-2014 OFFICERS AND DIRECTORS

OFFICERS

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

Co-First Vice Presidents.....Stacy Brekke, CLA
 Blue Cross Blue Shield of ND
 stacy.brekke@bcbsnd.com

&

Katie Perlenfein, ACP
 Village Family Service Center
 kperlenfein@outlook.com

Second Vice President.....Amanda Lee, CP
 Stefanson Law Firm
 amanda@stefansonlaw.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



DIRECTORS

North Region..... Nicole Engelman
 Morley Law Firm
 nengelman@morleylawfirm.com

&

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

South Region.....Josh Roaldson
 Ohnstad Twichell, P.C.
 jroaldson@ohnstadlaw.com

Parliamentarian..... Andrea Murphy
 Ohnstad Twichell, P.C.
 amurphy@ohnstadlaw.com

COMMITTEE CHAIRPERSONS

Education..... Katie Perlenfein
 kperlenfein@outlook.com

and Stacy Brekke
 stacy.brekke@bcbsnd.com

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

Membership..... Amanda Lee
 amanda@stefansonlaw.com

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

Nominations & Elections..... Lisa Kilde
 lkilde@ohnstadlaw.com

Legal Assistant Day.....VACANT

IV. MINUTES OF THE ANNUAL MEETING SEPTEMBER 26, 2013

BY: Lisa Kilde

I. CALL TO ORDER

The annual meeting of the Red River Valley Paralegal Association (RRVPA) convened at 12:52 p.m. on Thursday, September 26, 2013, at the Courtyard by Marriott, Moorhead, Minnesota.

Stacy Brekke called the meeting to order pursuant to the meeting duties prescribed by the RRVPA Bylaws, Article XII.

II. ROLL CALL

Secretary, Kendra Dais was unable to attend the annual meeting and therefore Lisa Kilde took roll call of the 39 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:

Stacy Brekke, President
Andrea Honebring, Co-First Vice President
Katie Perlenfein, Co-First Vice President
Amanda Lee, Second Vice President
Kendra Dais, Secretary
Julie Koppelman, Treasurer
Dona Schock, NALA Liaison

Officer and directors absent:

Andrea Honebring, Co-First Vice President
Kendra Dais, Secretary

IV. SECRETARY'S REPORT

Minutes of the Annual Membership meeting on September 20, 2012, were unable to be located at the time of the annual meeting. The minutes were later approved as reported.

MINUTES OF THE ANNUAL MEETING SEPTEMBER 26, 2013 CONTINUED

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 2013-2014

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.

Declared candidates for office were:

President – Lisa Kilde
Co-First Vice President – Stacy Brekke
Co-First Vice President – Katie Perlenfein
Second Vice President – Amanda Lee
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 – Stacy Brekke
Co-First Vice President – Katie Perlenfein
Second Vice President – Amanda Lee
Secretary – Andrea Miller
Treasurer – Julie Koppelman
NALA Liaison – Dona Schock

There were no nominations from the floor.

VII. ELECTION OF REGIONAL DIRECTORS 2013-2014

Declared candidates for South Region Director:

Josh Roaldson

MINUTES OF THE ANNUAL MEETING SEPTEMBER 26, 2013 CONTINUED

The candidate for South Region Director was voted upon and approved.

There were no nominations for North Region Directors.

The Board will appoint the remaining directors at one of their first meetings.

VIII. NEW BUSINESS

The 2013-2014 budget was presented for inspection by the members. A motion was made to accept the 2013-2014 annual budget as presented. The motion carried.

IX. PRESENTATION OF REPORTS

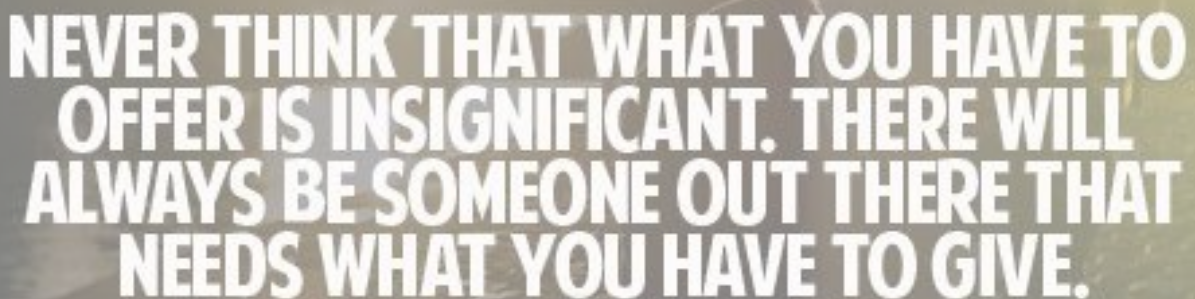
Board member reports were printed in the special edition of the Red River Review. No corrections or additions were received on the previous reports.

X. ANNOUNCEMENTS

It was announced that there would be a short meeting of the new Board of Directors following the afternoon seminar session.

XI. ADJOURNMENT

The meeting was adjourned at approximately 1:23 p.m.



**NEVER THINK THAT WHAT YOU HAVE TO
OFFER IS INSIGNIFICANT. THERE WILL
ALWAYS BE SOMEONE OUT THERE THAT
NEEDS WHAT YOU HAVE TO GIVE.**

staypozitive | tumblr.

V. TREASURER'S REPORT 2013-2014

RED RIVER VALLEY PARALEGAL ASSOCIATION 2013-2014 ACCOUNTING

Date	Check	Description	Disbursements	Receipts
9/1/2013		Balance brought forward: Town and Country		\$1,133.87
9/1/2013		Balance brought forward: Alerus		\$6,951.99
9/30/2013		Interest: Town & Country		\$0.04
9/30/2013		Interest: Alerus Financial		\$0.70
9/12/2013		Deposit: Dues		\$3,050.00
9/25/2013		Alerus: Fall Seminar	\$150.00	
9/24/2013	2080	Lisa Kilde: Fall Seminar	\$102.27	
10/31/2013		Interest: Town & Country		\$0.04
10/3/2013		Deposit: Fall Seminar		\$1,590.00
10/3/2013		Deposit: Dues		\$60.00
10/28/2013		Deposit: Dues		\$100.00
9/24/2013	2078	NALA: Dues	\$225.00	
9/24/2013	2079	Artco Promotional Products: Vest	\$42.60	
	2082	VOID	\$0.00	
9/26/2013	2081	Katie Perlenfein: Fall Seminar	\$51.48	
10/3/2013	2083	Courtyard by Marriott: Fall Seminar	\$1,693.44	
10/3/2013	2084	Artco Promotional Products: Promo	\$505.00	
10/15/2013	2085	Julie Koppelman: Board Meeting	\$60.10	
10/18/2013	2086	United States Post Office: PO Box	\$54.00	
11/30/2013		Interest: Town & Country		\$0.04
10/25/2013	2087	Health Tech & Trades Career Expo	\$125.00	
10/25/2013	2088	Artco Promotional Products: Promo	\$280.43	
12/11/2013	2089	Josh Roaldson: S Region Holiday	\$50.00	
12/31/2013		Interest: Town & Country		\$0.04
12/31/2013		Interest: Alerus Financial		\$0.60
1/2/2014	2090	ND Secretary of State: Dues	\$10.00	
1/31/2014		Interest: Town & Country		\$0.04
2/4/2014		Deposit: Dues		\$150.00
2/11/2014		Deluxe Checks	\$22.86	
3/19/2014		Alerus: Spring Seminar	\$100.00	
2/14/2014	2091	Magen Pavlicek: N Region Holiday	\$50.00	
3/14/2014	2092	NALA: NALA Liason	\$526.50	
2/28/2014		Interest: Town & Country		\$0.03
3/31/2014		Interest: Alerus Financial		\$0.59
3/31/2014		Interest: Town & Country		\$0.04

TREASURER'S REPORT 2013-2014 CONTINUED

Date	Check	Description	Disbursements	Receipts
4/23/2014		Deposit: Sponsors		\$1,500.00
4/23/2014		Deposit: Spring Seminar		\$1,380.00
	2093	VOID	\$0.00	
4/3/2014	2094	Julie Koppelman: Spring Seminar	\$888.85	
4/30/2014		Interest: Town & Country		\$0.04
5/20/2014		Deposit: Sponsors		\$325.00
5/1/2014	2095	Magen Pavlicek: N Region	\$25.00	
5/31/2014		Interest: Town & Country		\$0.04
6/30/2014		Interest: Alerus Financial		\$0.74
6/30/2014		Interest: Town & Country		\$0.04
6/26/2014	2096	Rhombus Guys: S Region LA Day	\$217.28	
6/26/2014	2097	Rhombus Guys: S Region LA Day	\$125.00	
7/7/2014	2098	Artco Promotional Products: Promo	\$558.65	
7/7/2014	2099	Magen Pavlicek: N Region LA Day	\$397.17	
7/31/2014		Interest: Town & Country		\$0.04
	2100	VOID		
8/7/2014	2101	Discover Card: NALA Liason	\$1,278.55	
8/19/2014	2102	Julie Koppelman: Sara Gerdon Benefit	\$100.00	
8/27/2014	2103	Nicole Engelman: Lisa Knudson Funeral	\$54.59	
8/31/2014		Interest: Town & Country		\$0.04
		8/31 Balance Town and Country	\$1,134.34	
		8/31 Balance Alerus Financial	<u>\$7,415.85</u>	
		Checks Not Yet Cleared	\$0.00	
		Deposits Not Yet Recorded by Bank	<u>\$0.00</u>	
			\$8,550.19	



VI. APPOINTMENT OF TELLERS FOR ELECTION

VII. ELECTION OF 2014-2015 OFFICERS

President (1)

Lisa Kilde

Co-First Vice Presidents (2)

Stacy Brekke

Second Vice President (1)

Amanda Lee

Secretary (1)

Andrea Miller

Treasurer (1)

Julie Koppelman

NALA Liaison (1)

Dona Schock

VIII. ELECTION OF 2014-2015 REGIONAL DIRECTORS

North Region (2)

Magen Pavlicek

South Region (2)

Heidi Neumann

Josh Roaldson

Have you seen our new RRVPA website? Check it out! www.RRVPA.org

RED RIVER VALLEY PARALEGAL ASSOCIATION

Home Members Resources About Us Join Us Contact Us

Welcome

Welcome to the official website of the Red River Valley Paralegal Association (RRVPA). RRVPA is a professional association dedicated to fostering the utilization, networking, development and education of paralegals throughout Eastern North Dakota and Western Minnesota. Within RRVPA there are two regions- the North Region, based in Grand Forks, North Dakota and the South Region, based in Fargo, North Dakota. Both regions conduct meetings, social events, and other activities that are open to all RRVPA members.

If you are new to RRVPA please browse through our website to learn more about our association, the benefits of membership and educational opportunities.

[read more](#)

Calendar of Events

Today	Mon	Tue	Wed	Thu	Fri	Sat
31	Sep 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	Oct 1	2	3	4

8am RRVF

par-a-le-gal

Noun (synonym: Legal Assistant)

ABA Definition: A legal assistant or paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity who performs specifically delegated substantive legal work for which a lawyer is responsible.

NALA Definition: Legal assistants (also known as paralegals) are a distinguishable group of persons who assist attorneys in the delivery of legal services. Through formal education, training, and experience, legal assistants have knowledge and expertise regarding the legal system and substantive and procedural law which qualify them to do work of a legal nature under the supervision of an attorney.



Stay up-to-date on our events
by liking our **FACEBOOK** page at
www.facebook.com/redrivervalleyparalegalassociation



IX. PROPOSED 2014-2015 BUDGET

RRVPA 2014-2015 Proposed Budget

Line Item	Budget 13-14	Actual 13-14	Budget 14-15
Income:			
Dues	\$ 2,800.00	\$ 3,360.00	\$ 2,800.00
Bank Interest	\$ 5.00	\$ 3.10	\$ 5.00
Regional Meetings	\$ -	\$ -	\$ -
Seminars	\$ 1,000.00	\$ 1,485.93	\$ 500.00
Sponsorship	\$ -	\$ -	\$ 1,000.00
Additional Budget amounts	\$ -	\$ -	\$ -
Miscellaneous income	\$ -	\$ -	\$ -
Income carried forward from prior year	\$ 8,085.86	\$ 8,085.86	\$ 8,085.86
Totals	\$ 11,890.86	\$ 12,934.89	\$ 12,390.86
Fixed Expenses:			
Nala Affiliation Fee	\$ 225.00	\$ 225.00	\$ 225.00
Post Office Box Rent	\$ 70.00	\$ 54.00	\$ 70.00
Scholarship	\$ 500.00	\$ -	\$ 500.00
Community	\$ 750.00	\$ 304.59	\$ 750.00
North Dakota Annual Filing Fee	\$ 10.00	\$ 10.00	\$ 10.00
Web page	\$ 200.00	\$ -	\$ 200.00
Variable Expenses:			
Legal Assistant Day	\$ 750.00	\$ 739.45	\$ 750.00
Member Benefits	\$ 1,000.00	\$ 718.75	\$ 1,000.00
Miscellaneous expenses	\$ 750.00	\$ 505.00	\$ 750.00
NALA Liason Expenses	\$ 2,500.00	\$ 1,805.05	\$ 2,500.00
Newsletter/Website/Marketing	\$ 500.00	\$ -	\$ 500.00
Postage/Copies	\$ 50.00	\$ -	\$ 50.00
Stationery	\$ 50.00	\$ 22.86	\$ 50.00
Income carry forward to next year	\$ 4,535.86	\$ 8,550.19	\$ 5,035.86
Totals	\$ 11,890.86	\$ 12,934.89	\$ 12,390.86

X. 2014-2015 OFFICER AND DIRECTOR ANNUAL REPORTS

PRESIDENT'S REPORT

BY: Lisa Kilde

It has been another wonderful year for RRVPA and I am so thankful to be a part of this association. We had a great board of directors and officers this past year, presenting innovative ideas to provide new and improved activities and services for our members and community.

I would like to thank Dona Schock for establishing the foundation for our new mentor program. Dona gathered information and resources from other associations she has met through the NALA conventions and put together an excellent program.

Thank you to Katie Perlenfein, Stacey Brekke, and Julie Koppelman for putting together two remarkable seminars. Katie and Stacy are the go-getters for our seminars and always put together a list of interesting speakers for each seminar. Julie tops everything off with her great ideas on promotional items for our speakers and members to enjoy.

Thank you to Amanda Lee, Andrea Miller, and Andrea Murphy for keeping this association running smoothly. Amanda Miller works hard with our members and keeps me on track for what we need to do. Andrea Murphy is the secretary that keeps meticulous notes so that we can all remember what we decided at the past board meetings. Andrea keeps everyone on the straight and narrow making sure we always follow the rules.

Last, but definitely not the least, I would like to thank our amazing regional directors, Magen Pavlicek, Nicole Engelman and Josh Roaldson. We have had some great events this past year all thanks to each of you. The luncheons have been a blast and Legal Assistant's Day will be hard to beat next year.

I cannot wait to spend another year working with each of you and continuing to improve RRVPA to benefit each of our members and our community. Thank you.

Lisa

CO-FIRST VICE PRESIDENTS' REPORT

BY: Katie Perlenfein, ACP and Stacy Brekke, CLA

No report submitted.

SECOND VICE PRESIDENT'S REPORT

BY: Amanda Lee, CP

I would like to welcome our new joining members and returning members for 2014-2015 year. Welcome to all of you and we look forward to seeing you at the upcoming RRVPA events!

At the close of our 2013-2014 year our membership status was as follows:

Voting Members:	58
Sustaining Members:	5
Student Members:	1
Associate Members:	2
Total Membership:	65

Our membership numbers were great last year. We hope to continue this renewed enthusiasm in RRVPA into the upcoming new year.

If you know of anyone who may be interested in our association, please direct them to the Second Vice President. I look forward to seeing you at our events.

Respectfully submitted,

Amanda

NALA LIAISON REPORT

BY: Dona Schock, ACP

My favorite news to share with you is how awesome the NALA Convention was in July! It was in Charleston, South Carolina and I'll go into some detail for those of you who haven't yet taken advantage of this opportunity. The convention was over four days – Tuesday evening (a come as you are reception) through Saturday morning (Saturday morning is NALA Board of Directors meeting). The first full day (Wednesday) is filled with the welcoming committee and a keynote speaker. The keynote speaker was Robert D. Wallace, Esq. who was highly entertaining and gave us some history of Charleston as well as some rather quirky remarks about the attorney/paralegal relationship! He also reminded us that being an attorney/paralegal is not about the billable hours, but getting justice for our clients.

After the morning of welcoming all of us, the afternoon is filled with education. I devoted my CLE to Trademarks and Copyrights (Intellectual Property). Thursday and Friday mornings

NALA LIAISON REPORT, CONTINUED

was also devoted to educational sessions. The sessions available at this convention were: Anatomy of a Case, Corporate Law, Discover, Elder Law, Essential Skills, and Intellectual Property.

During the non-education times, there are vendor product demonstrations and booths to attend (and to get “bling”!) and learn more about services that you might not have known existed. On Friday, the affiliated associations (like RRVPA) get to have their own booths to discuss what we’ve done throughout the year (and to give away prizes!). RRVPA sent a box of sticky note pads and pens for me to give away. I was thankful to have the company of Vicki (Larson) Kasper who made the time pass quickly. This is a very fun even where NALA Liaisons especially, have the opportunity to network and get ideas for seminars, student and member involvement and any issues we may have come across. This is my favorite event. There is also an affiliated associations meeting where much networking and ideas are shared.

We had time for some sightseeing – we toured the USS Yorktown naval carrier, which was full of history; walked down the marketplace, similar to a large flea market; and we went to the Isle of Palms beach, which was beautiful as well as Folly Beach. The picture on this page is from Isle of Palms.

That about sums up my trip. I highly encourage any paralegal to attend the next convention – NALA’s 40th Anniversary Convention in Tulsa, OK next year!

Some other highlights from NALA:

1. NALA received accreditation of the certified paralegal program from the National Commission for Certifying Agencies (NCCA). This is HUGE news, huge.
2. There are now practice tests online (and more of them) to help with the CP exam preparation.
3. There are 23 Advanced Paralegal Certification courses, seven CP exam prep courses and three general education courses available both online and as an App.
4. This year, the APC Board added advanced courses for paralegals in Family Law-Division of Property and Spousal Support, Family Law-Dissolution Case Management, Business Organizations – Non-corporate Entities, and E-Discovery.

I sincerely appreciate the opportunity to serve as your NALA Liaison. If you have any questions on how to become certified or advanced certified, please let me know.

Dona

NORTH REGION CO-DIRECTORS' REPORT

BY: Magen Pavlicek and Nicole Engelman



Happy Fall!

It has been a busy year for the North Region. In addition to our monthly luncheons we had a nice holiday party at the Toasted Frog, a sunny supper on the Rhombus Roof for Paralegal Day, and collected a ton of goodies this spring for the local Humane Society. Unfortunately, with the good comes some bad. We tragically lost a local long-time paralegal. Lisa Knudson of Camrud Law Firm was tragically taken August 15, doing what she loved – riding her bike. Her funeral spoke volumes about who she was both professionally and personally. Hopefully there is more good than bad the remainder of the year! Magen was able to attend the NALA convention this summer in Charleston. RRVPA was recognized by NALA as having some of the best goodies handed out!

We have enjoyed being the North Region co-directors the past year. Thank you!

Nikki & Magen

SOUTH REGION CO-DIRECTOR'S REPORT

By: Josh Roaldson

Thank you to all who attended the group lunches that were held this past year. We received a lot of positive feedback. From BWW's, Lucky 13's to Rhombus Guys - we had a great time. There were some great door prizes as well! My favorite was when we placed the gift cards in the menus at Rhombus Guys and passed them out to all. That was a very well attended event, and we all had a great chance to meet new people, catch up with old friends, and discuss our profession. That is what these events are all about. Networking with our peers in a comfortable environment to exchange information about trends in the legal field, and our day-to-day wins and losses (to the extent we do not disclose confidential information ☺). It has been another hectic year, but I look forward to seeing you all around the organization's events.

It is my hope to stay involved with the board and organization this coming year. I would like to focus on an event or activity that gives back or provides a service to the community, while also planning activities for our members.

Thanks again,
Josh

2014-2015 RRVPA SPONSORS

Thank you to the all of the sponsors for supporting RRVPA!

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