

Region 6 News

Tina Hurley, PP, PLS
2009-10 Region 6 Director
Region6@nals.org
www.nalsregion6.org



February 2010

Have you taken the Value of Membership Survey?



Visit

http://www.surveymonkey.com/s/NALS_Value_Survey

It only takes about 5 minutes and will provide NALS with valuable information to provide the members with value for the membership.



Have you thought about sitting for a NALS exam? NALS is offering a Cram Course prior to the Professional Development Conference and registration is only \$99. You'll then be able to sit for the ALS, PLS, or PP.

(You must be registered separately to take the actual exam of your choice and enter Professional Development Conference as your testing site.)



Don't Forget...YOU CAN GET YOUR NATIONAL DUES WAIVED!!

NALS members that sign up five NEW members within a 12 month period, beginning November 1st, will get their national dues waived for the year (this excludes state and local dues). The five new memberships must be in the same category of membership as the waived member, for example if you are a regular member who pays \$98 national dues then you must sign up five new members in that same category. The new members must report you as their sponsor when they submit their application to NALS and you must fill out the waiver that COMES IN your renewal notice when your Dues are due. On the waiver form you will indicate all five NEW members by name that you sponsored and submit it back to NALS. As long as everything matches up and all five new members have been acquired within a 12 month period then your national dues will be waived for the year and you will only be required to pay your state and local dues along with submitting the completed waiver form. **This Campaign begins November 1, 2009 and will run for a minimum of two years.**

**SO GET OUT THERE & RECRUIT!!!
It's a win-win for you and NALS.**

Inside this issue:

Thank you from your Region Director	2
Think Big Report	2
New Members	3
The NALSdocket	3
Call for 2010-11 Leadership Team	3
2010 Region 6 Conference	4
NALS WebEd Upcoming Webinars	5
NALS Foundation Grant Deadline	6
NALS Library Task Force Needs Your Help	6
59th Annual Education Conference & National Forum – Branson, Missouri	7
2010-11 Leadership Preference Sheet	8-10
NALS Dues Waiver	11

Upcoming Dates to Remember:

- Mar. 1st – Foundation Grant Deadline
- Mar. 10-13 – NALS PD Conference – Tulsa
- April 30-May 2 – AALS Annual Meeting, Jonesboro, Arkansas
- April 30-May 2 – Texas ALP Annual Meeting, Austin, TX
- May 1 – NALS of Oklahoma Annual Meeting, Tulsa, OK
- May 14-16 Mississippi LPA Annual Meeting, Natchez, MS
- April 23-25 – NALS of Missouri Annual Meeting, West Plains, MO



To all Region 6 Members:

Thank you for giving me the honor to serve as your Region 6 Director for 2009-10. What an exciting year it has been. We've all been in "Think Big" mode and working to recruit, retain, and recognize members within our region. I've been lucky enough to meet many of you in person at NALS conferences throughout the year.

I want to also say thank you for giving me the opportunity to serve the Region 6 members for a second term for 2010-11. We are continuing to Think Big this year and will need each and every member's help to retain those members we have and bring in those we know are out there just waiting to find out how wonderful it is to be a part of NALS.

As always, my virtual door is open should you have any comments, ideas, or questions.

In Friendship, Tina



Region 6 Think Big Report

Throughout the year, we've had several contests with a goal toward a state and local chapter receiving a paid registration to an upcoming NALS conference for increasing membership by 10%. Four local chapters are in the running for a conference registration and will be drawn this month. However, no state attained a 10% increase, so no registration will be drawn for any state chapter. Overall, Region 6 was down 10.43% from last year. There are a few more drawings to wrap up this year's Think Big campaign from new, renewing, and sponsoring members from Oct. 1st to Feb. 1st and the winners will be notified by email. I look forward to working with the states and chapters as we continue the Think Big idea through 2010-11.

Welcome New Members

December 2009

Shaye Guilfoyle, NALS of Oklahoma
Aneesa Mann ALS, Kansas City LSA (MO)
Julie Condon, NALS of Oklahoma
Monica Dickerson, Houston ALP (TX)
Charniece Rollie, Heart of America LPA (MO)

January 2010

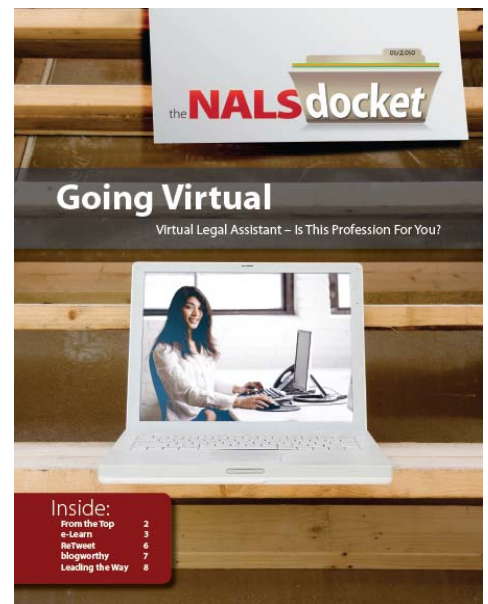
Brooke Bullard, Greenwood LPA (MS)
Janet Frei, Waco LPA (TX)
Sarah Middlebrook, Waco LPA (TX)
Debra Hanna, El Paso County LSA (TX)
Judy Morton, Wichita County LSA (TX)
Myra Abendschein, Waco LPA (TX)

January 2010 (cont'd)

Tamara Greaves, El Paso County LSA (TX)
Cynthia Castro, Corpus Christi ALP (TX)
Bronna Sanders, Midland ALP (TX)
Jennifer Larey, Northwest Arkansas LSP
Susan Ming, Metro LPA (MS)
Brenda Winfree, Houston ALP (TX)



We want to take this moment to introduce you to the NEW membership benefit of NALS. The NALS docket is going to be a new monthly digital newsletter giving you valuable information from NALS in a less formal format. You will see the inclusion of e-Learn and Leading the Way so that you can have more opportunities to get this information. You will get a look at what is being talked about regarding the legal industry on both blogs and Twitter. This is also going to be a venue for NALS to inform you of coming deadlines and new offerings. You will also see educational articles in this publication to make it more well rounded and appealing to everyone. Look for future issues to have member spotlights and news from states and chapters. This new publication is going to be the voice of NALS, for NALS. While @Law is a great resource for information on the industry, the NALS docket is your resource for information on NALS!



Spots are still available on the 2010-11 NALS Leadership Team!

Have you wanted to be a part of all the excitement and planning that is a part of NALS? Well, here's your chance. Patti Infanti, PP, PLS, incoming NALS President, is still looking to fill up her Education, Membership and Marketing committee. Just fill out the NALS Preference Sheet (a copy is included with this newsletter) or go online to <http://www.nals.org/download/NALSPreferenceSheet.pdf> and forward it to Patti Infanti, PP, PLS.

Make Plans to Join us for the 2010 Region 6 Conference
"July Jubilee"
July 15-18, 2010
Hilton Garden Inn - Pearl (Jackson), MS



You'll enjoy a Welcome Party by the Pool on Thursday, receive oodles of CLE, have a Dinner & Movie night on Friday, Foundation Drawings, a shopping excursion, Pub Trivia night on Saturday, and a Sunday morning service.

Registration forms will be available in Tulsa and will be posted on both the Region 6 website and NALS website soon.

Hotel Information: Hilton Garden Inn Jackson Pearl, 438 Riverwind Drive, Pearl, MS 39208. Hotel reservations should be made directly with the Hilton Garden Inns by calling 601-933-1174 or 1-800-445-8667. Be sure to ask for the NALS Region 6 Rates. Single or Double \$99/night and includes breakfast for up to 2 people per room.
Cut-off for the room block is July 5, 2010.

The Education Committee has been busy. Make plans to join some of these upcoming Webinars. The cost is \$35 for members and \$50 for non-members. A convenient way to get some CLE from the comfort of your home.

February 11, 2010 - 6:00 p.m. Central

Joint Ventures: Some Fundamental Principles

Instructors: Jim Sullivan and May Lu (Tiffany & Bosco, P.A.)

You have a great idea for a joint venture. What's next? This webinar will discuss the next steps that should be taken when people embark on a new joint venture and how attorneys and CPAs can assist in the process. We will evaluate various components of a joint venture, such as the scope and purpose of the business, each person's role, the type of business entity that will be formed to execute the joint venture, the types of agreements that will govern the relationship of the parties to the business, legal considerations, money concerns, the governance and management of the business, the grounds for a business divorce, and how to save the business if there are disputes.

March 25, 2010 - 8:00 p.m. Central

Word...Avoiding Disaster

Instructor: Melodi Pentico (Haynes & Boone, LLP)

It's 10 minutes to your deadline, the document just needs a few finishing touches and it is out the door. Then, disaster strikes! We've all lived through or at least seen someone else suffer through it. Your document just stops behaving rationally. Maybe your tables fail. Maybe your formatting won't stay applied, or maybe your document won't open at all. Whatever specific disaster you encounter, the symptom is the same: your document is just plain acting weird. In Word: Avoiding Disaster we will discuss document "corruption" and how it can be avoided. By building a document following a few simple guidelines we can greatly reduce the possibility of last minute disasters.

April 8, 2010 - 8:00 p.m. Central

The Future of the Legal Secretary

Instructor: Toni R. Beasley, CLM (Andrews Kurth LLP)

April 15, 2010 - 8:00 p.m. Central

Leadership Development (topic may change)

April 22, 2010 - 8:00 p.m. Central

Word...Document Recovery

Instructor: Melodi Pentico (Haynes & Boone, LLP)

You created your document following the recommended guidelines but despite your best efforts the document is now corrupt. Can it be saved? In Word: Document Recovery we will discuss basic troubleshooting for corrupt documents.

May 13, 2010 - 8:00 p.m. Central

the Courts(topic may change)

May 20, 2010 - 8:00 p.m. Central (FREE TO MEMBERS!)

[Think Big – Insights on the Knowledge Needed to Serve on the National Level](#) (Leadership Development)

Sponsored by the NALS Foundation

Instructor: Julie Abernathy, PP, PLS

May 27, 2010 - 8:00 p.m. Central

Powerpoint...Pronto!

Instructor: Melodi Pentico (Haynes & Boone, LLP)

We have all been asked to produce quality work on impossibly short deadlines: PowerPoint presentations are no different. Even PowerPoint pros feel the pressure when asked to complete an engaging, informative, and professional presentation by the end of the day. In PowerPoint...Pronto we will discuss effective ways to create presentations fast! We will begin with fundamental concepts of design and continue into a demonstration of powerful PowerPoint tools; such as slide designs, color schemes, slide masters, and custom templates. I'll even share with you some of my favorite resources when you are just flat out of creative ideas.



Attention ALL Chapters, States and Regions!

Are you ready for March 1st?

Be sure to set some time aside to prepare and submit your Grant application before the next deadline - March 1 – it's just around the corner! The NALS Foundation looks forward to receiving your Grant applications on programs that cover Education and/or Certification for which you need financial assistance. Do you have a unique project planned for the coming year that could use some extra funding? Then don't waste time, put your project ideas and plans into the application and submit it now! It really is easy - you can mail your application OR you can email your application to Jennifer King (king@nals.org). The application is available online at <http://www.nals.org/foundation/grants/application.html>. The trustees look forward to working with your Chapter, State or Region and granting your requests for financial assistance for applicable programs. If you are chosen as a recipient of a grant, please don't forget to send us your report after completion of your program!

The NALS Library Task Force Needs Your Help:



Hello! My name is Terry Houston, PP, and I am a member of the NALS Library Task Force that has been established for the purpose of creating a NALS Library to catalog and store PowerPoint presentations and other educational seminars prepared by NALS members. The library materials will be utilized via webinars and/or face-to-face presentations inside law firms to their legal personnel. This is an exceptional way to generate non-dues income for NALS, to provide quality education to law firm legal personnel, to increase public awareness of NALS, and to potentially increase membership. The NALS Library will also be an advantage for members who can access it for local, state, regional and national presentations.

Many NALS leaders have already presented PowerPoint seminars at national, regional, state and local conferences, and we would like to collect these materials for the NALS Library in order to preserve them for the future. The NALS Library Task Force is just now beginning its project by contacting all state and local chapter presidents to ask for their assistance.

If you are aware of any educational PowerPoint presentations or other materials that can be included in the NALS Library, please contact me directly. Also, please contact the members in your respective chapter to see if they are aware of any educational materials that can be compiled for the NALS Library. I am the contact for all chapters within Region 6, and I would love to receive your input regarding this project. Please send any materials to me directly via e-mail at: houstontj@aol.com.

Please feel free to contact me with any questions or comments. Thank you for your assistance and dedication to the NALS Library.

"To add a library to a house is to give that house a soul." – Cicero



Make your plans to visit the Ozark Mountains in October for the 59th Annual Education Conference & National Forum

October 21-24, 2010
Chateau on the Lake
Branson, MO

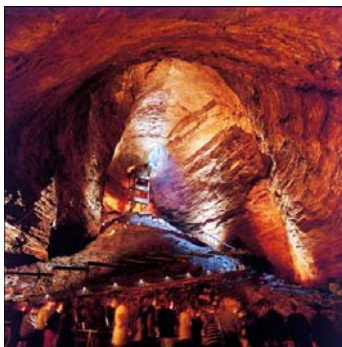


Branson now has its own regional airport, but if you can't fly into the regional airport, you can still fly into Springfield and take the scenic drive to the hotel. In October, the drive should be quite colorful.

More information will be posted to the NALS website soon, so check back often.

You can also visit Silver Dollar City and ride some fantastic rides. Visit www.silverdollarcity.com for more information. They're celebrating their 50th Anniversary this year.

Tour Marvel cave



"Wildfire" coaster





NALS President-elect
Patricia E. Infanti, PP, PLS

Challenges YOU to



And join the 2010-2011 Leadership Team!

THINK BIG! Be part of the 2010-2011 NALS Leadership Team and take an active role in leadership service. No prior experience is necessary! Participation on a NALS committee will enhance your personal goals and professional growth, plus give you a clearer understanding of the inner workings of NALS.

Most of the NALS committees hold monthly meetings in the NALS Online Learning Center and communicate with each other via e-mail, an economical and “green” way to function as a committee. Though not mandatory, the national committees are encouraged to meet at the Professional Development Conference in March (March 11-13, 2010) and at the National Forum in Branson, Missouri (October 20-24, 2010).

It is thrilling and exciting to be part of the NALS Leadership Team. You will have FUN getting to know other NALS members from around the country and will gain a sense of pride and accomplishment seeing your work come to fruition. Accept the challenge to make a difference!

@Law: This committee oversees the publication of NALS’ quarterly magazine and the monthly publication, e-Learn@NALS. The committee’s responsibilities include identifying and securing suitable authors for articles, proofreading articles, proofreading full magazine text, and preparing monthly editions of e-Learn@NALS.

Certifying Board: This committee consists of at least nine NALS members who serve for at least two years and who must be a PP or PLS in good standing. Two non-NALS members also serve on the Certifying Board. Although a PLS may fall under the category of “voluntary recertification,” she or he must recertify in order to serve on the Certifying Board. In order to receive exam-related training (including statistics and exam preparation), it is imperative that during the two-year term Certifying Board members are available to attend each Professional Development conference held in Tulsa in March. Members of the Certifying Board are prevented from teaching any subject related to the

certification exams while on the Certifying Board and for two years after their term expires. The Certifying Board is responsible for all issues directly related to the certification exams.

Education: This committee provides educational programs for NALS members, including legal training courses and certification study materials. There are three subcommittees that fall under the Education Committee umbrella: (1) the Education Seminars subcommittee develops, updates, and maintains materials that can be purchased by chapters/states/regions/law firms/schools; (2) the Education Products subcommittee is responsible for preparing and updating Mock Exams and Resource Manuals for various NALS certifications; and (3) the WebEd subcommittee is responsible for the topics and speakers of NALS webinar programs throughout the year. Some of the projects the Education Committee is responsible for include: arranging for education and professional development track sessions and speakers at the Professional Development Conference; arranging for education speakers at the National Forum; coordinating the Online Learning Center topics and the Online Study Group, as well as the NALS CLE Award, and Basic and Advanced Legal Training Courses.

Future Leader Development: This committee is new for the 2010-11 year. Conceived as a continuation of NALS University (the leadership sessions held in Tulsa), this committee's responsibilities will include, among other things, providing seminars or programs via Webinars, the Online Learning Center, or other venues specifically geared toward instructing and cultivating the future leaders of NALS.

Marketing: This committee is responsible for coordinating the NALS newsletter, "Leading the Way." Marketing also coordinates E-News, the twice monthly newsletter sent to NALS members via email. Promotion of the various NALS programs is key. The Marketing Committee assists with the promotion of the NALS Award of Excellence, sponsors the Jett Awards which showcase state and chapter achievements, promotes the professional development and national forum conferences, and is responsible for the NALS marketing blog and other programs to promote public awareness of NALS.

Membership: This committee's responsibilities include assisting state and local membership chairs in recruitment and retention of NALS members. The Membership Committee promotes membership in this multi-level association, prepares and reviews all membership brochures and materials, promotes student membership, and promotes diversity in the membership of NALS. New to the Membership Committee is the Young Leader Professional subcommittee which tackles the issues and concerns of the young professional in the legal industry.

Regulation/Certification Committee: This committee monitors regulatory activity across the country and keeps NALS members up to date on what various states are doing in the regulation arena. Regulatory activity means either state legislation or rules proposed or adopted by state bar associations or state courts that would regulate how legal support professionals do their jobs, and in some instances who may work in a position with a certain title, such as paralegal.

Text Development: This committee is responsible for drafting, reviewing, and revising the Basic Manual for the Lawyer's Assistant, the Advanced Manual for the Lawyer's Assistant, and accompanying workbook materials and instructor's materials.

NALS Foundation Board of Trustees: The NALS Foundation is an educational foundation dedicated to improving the value of the legal professional through education, research, and other activities. Foundation trustees are responsible for internal and external fundraising and developing collaborative support for its programs. The NALS Foundation funds keynote speakers at educational conferences, awards grants to chapters, states, and regions, and sponsors the Leadership Recognition and Scales of Justice Awards.

The NALS President does not appoint the Foundation Trustees; they are appointed by the Foundation Chair. If you are interested in serving on the Foundation, we will notify the Foundation Chair of your interest.



**NALS LEADERSHIP
COMMITTEE PREFERENCE
2010-2011**

Sign Up Today!

Yes, I want to THINK BIG! and join the 2010-2011 NALS Leadership Team!

1	2	3	Committee
			@Law
			Certifying Board
			Education
			NALS Future Leader Development
			Marketing

1	2	3	Committee
			Membership
			Regulation/Certification
			Text Development
			NALS Foundation, please forward my interest to the Foundation

(Please indicate your first, second, and third choice.)

Name _____
 Chapter/State _____
 Preferred Mailing Address _____
 Work Telephone _____ Home Telephone _____
 Cell Phone _____
 Home Email Address _____
 Work Email Address _____

(Mark * as Preferred Email)

List your certifications: _____

Do you consider yourself "technologically savvy"? _____

While not mandatory, attendance at the Committee Orientation on March 11, 2010, is encouraged. You'll meet with your fellow committee members and set the agenda and calendar for your year on the committee. You will also have a LOT OF FUN! Will you be able to attend this meeting? (Yes or No) _____

Please return your completed committee preference form to:

Patricia E. Infanti, PP, PLS
 Ballard Spahr Andrews & Ingersoll, LLP
 1735 Market Street, 51st Floor
 Philadelphia, PA 19103-7599
 Email: *infanti@ballardspahr.com* (W)
PattiPP@Comcast.net (H)
 Phone: (215) 864-8780 (W)
 (856) 783-5435 (H)
 (609) 471-2153 (C)

Join me on the NALS Leadership Team! I look forward to working with YOU.



NALS, Inc.
8159 East 41st Street
Tulsa, OK 74145
(918) 582-5188
(918) 582-5907
info@nals.org
www.nals.org

APPLICATION FOR WAIVER OF ANNUAL MEMBERSHIP DUES

This form is to be used for Financial Hardship applications for full-time current continuing members (no retired, student, or associate dues will be waived) who are unemployed at the time that membership dues are due for renewal.

You may apply for a waiver of your annual NALS membership dues if you are a current full-time continuing member, (regular continuing member dues \$98). Additionally we will also request that your current state and chapter please waive your chapter and state dues.

Your request will be considered if you are unemployed at the time your dues are due, you are a full-time current continuing member and payment of those dues would create a financial hardship. Waivers will be for one year. You will need to complete the attached form and submit it to NALS, 8159 East 41st St, Tulsa, OK 74145.

Name _____

Address _____

Member Number _____

State Association _____

Chapter Association _____

Number of Years as a Member _____

Telephone _____

E-mail _____

Fax _____

By signature upon this form I am stating truthfully I am unemployed, my dues are currently due and personal payment of dues would create a financial hardship.

Applicant's Signature

Dated: _____

Please return this form to the NALS Resource Center by mail, fax or email with attention "Dues Waiver" in the subject line. NALS contact information is in the header of this form or online at www.nals.org
