

MINUTES
NALA AFFILIATED ASSOCIATIONS
ANNUAL MEETING
NALA@HOME

Friday, July 10, 2020

NALA Affiliated Associations Director Peonca S. Grier, CP, FRP, called the Annual Meeting of the NALA Affiliated Associations to order at 12:46 p.m.

Director Grier, CP, FRP welcomed those in attendance and thanked everyone for attending the meeting. She announced that she would recognize affiliates with Milestone Anniversaries, discuss policy changes that affect the affiliates, honor our NALA Affiliate Awards recipients, and finally preside over a short business meeting electing the affiliated associations director and affiliated associations secretary for the upcoming year.

Director Grier, CP, FRP then introduced Bridget M. Stuhr, ACP, who served as Affiliated Associations Secretary; Jill I. Francisco, ACP, NALA President and Parliamentarian for the meeting; Deanna Young, NALA Affiliated Associations Coordinator; and Vanessa Finley, MBA, NALA Chief Executive Officer.

Director Grier, CP, FRP recognized some affiliates who were celebrating milestone anniversaries this year.

40 years – Tucson Paralegal Association (AZ)

35 years – Paralegal Association/Permian Basin (TX)
Western Dakota Association of Legal Assistants (ND)
Paralegal Association of Santa Clara County

30 years – St. Louis Paralegal Association
Paralegal Association of New Jersey, Inc.
Capital Area Paralegal Association (TX)
Legal Assistants of Wyoming

20 Years- Roanoke Valley Paralegal Association

15 Years – Houston Corporate Paralegal Association
Smoky Mountain Paralegal Association

Next Director Grier, CP, FRP discussed the policy changes that affect affiliates. NALA Affiliated Associations are to submit reports of their association's events and accomplishments twice a year: the annual report is due on January 15th, the mid-year report is due on June 8th, and membership fees are due annually on October 1. Director Grier, CP, FRP also reminded members of the late fees instituted to encourage consistency with deadline compliance for submitting reports and annual fees on time. NALA does not want to suspend affiliates, however affiliates not complying with reporting requirements or fee deadlines should not have access to the same benefits as those affiliates who do comply.

Director Grier, CP, FRP, advised members that the NALA Board discussed and approved the following policy with the explicit condition that plenty of notice and reminders would be provided to our Affiliates. All NALA's Affiliate messages go out to both the NALA Liaison and the association President to ensure the information is available to be shared to its members. Please be sure that NALA has the correct contact information – email addresses, etc. for your association's President and NALA Liaison.

The following incentives will be in effect as of this meeting:

Affiliate Fees – Due October 1:

On December 1 (60 days past due), if an affiliated association's membership fee has not been paid, a \$50 late fee will be added to their account. On January 1 (90 days past due), their affiliated association benefits will be suspended until full dues payment is received.

Annual Report – Due January 15:

An affiliated association that does not submit an annual report within 60 days of the June 8 submission deadline will have their affiliated association benefits suspended on August 8. Affiliated association benefits will be reinstated when a fully compliant annual report is received.

Mid-year Report – Due: June 8

An affiliated association that does not submit a mid-year report or a complete membership roster (name, address, email, phone), within 60 days of the January 15 submission deadline, will have their affiliated association benefits suspended on March 15. Affiliated association benefits will be reinstated when the midyear report, with complete membership roster, is received.

The schedule for reminder notices are as follows:

ANNUAL FEES- Due October 1

60-days before deadline	Aug 1	All
30-days before deadline	Sep 1	All
2 weeks before late fee incentive	Oct 15	Late
2 weeks before suspension	Nov 15	Late

REPORTS (Annual - January 15 and Mid-year - June 8):

60-days before deadline	November 15; April 8	All
30-days before deadline	December 15; May 8	All
30-days after deadline	February 15; July 8	Late
2 weeks before suspension	March 1; July 25	Late

Next, Grier, CP, FRP discussed the Affiliate Visit Policy and trade show exhibiting and told attendees that a request does not guarantee that a NALA representative will be able to attend your event or meeting, but NALA does make every effort to provide someone for your event. She advised that NALA no longer provides speakers for CLE courses. NALA will provide someone to participate as a tradeshow representative in your Expo Hall; or to speak with your members about NALA matters such as: 1) Membership; 2) CP Exam; 3) Conference; and 4) NALA Education. She also noted the information to be included in the request: 1) Who will be your NALA contact person; 2) name of the event, and the date and time it will be held; 3) exact time(s) you want the NALA representative to appear; 4) what function your NALA representative will be fulfilling: Speaker or Expo Hall table.

Director Grier, CP, FRP continued the program with the Affiliated Associations Award Presentations and asked Bridget M Stuhr, ACP, Affiliated Associations Secretary to assist with announcing the recipients of the 2020 NALA Affiliated Association Awards. Awards will be sent to the award recipients.

The NALA Affiliate Awards are presented yearly to Affiliate members or to committees of a NALA Affiliated Association, in recognition of their contribution to the goals and programs of an affiliated association. Designees are nominated by their respective Affiliated Association for contributions including, but not limited to assisting with and organizing CP study groups; working with bar associations on behalf of the legal assistants in the area; planning educational programs; developing pro bono or other community involvement programs; helping to revamp/update the affiliates website or brand; assisting with document retention and historical continuity, and brainstorming new ideas for the benefit of the affiliate.

The following were recipients of the NALA Affiliate Awards for 2020:

1. Alabama Association of Paralegals, Inc. - Laura B. Reaves, CP
2. Los Angeles Paralegal Association - Anthony Sipp
3. The San Diego Paralegal Association (SDPA) Programs & Education (P&E) Committee
4. San Francisco Paralegal Association - Amy McGuigan
5. Central Florida Paralegal Association, Inc - Chloe S. Destine
6. Northeast Florida Paralegal Association - Jean G. Hinton, ACP
7. Paralegal Association of Florida, Inc. - Asha Maharaj-Lucas
8. Tampa Bay Paralegal Association - Barbara C. O'Shaughnessy
9. Iowa Paralegal Association - Sherry E. Darnielle
10. Louisiana State Paralegal Association - Christine Midkiff, CP
11. Mississippi Paralegal Association
12. St. Louis Paralegal Association - Michelle Caracci
13. Nebraska Paralegal Association - Amber K. Roberts, ACP
14. Las Vegas Valley Paralegal Association - Carl Morrison, ACP
15. Paralegal Division of the State Bar of Nevada - Carl Morrison, ACP
16. Paralegal Association of New Jersey, Inc. - JoAnne S. Haffeman
17. Greater New York Paralegal Association - Alyson L. McDonough
18. Western Dakota Association of Legal Assistants - Corrina A. Pfaff
19. Central Oklahoma Association of Legal Assistants - Kerry D. Blackburn
20. Oklahoma Paralegal Association - Mona S. Jenkins, ACP
21. Tulsa Area Paralegal Association - Julianna P. Adams, ACP
22. Charleston Association of Legal Assistants - Nicole Rittmaier
23. South Carolina Upstate Paralegal Association - Jennifer C. Little, CP
24. South Dakota Paralegal Association - Autumn Nelson, CP
25. Smoky Mountain Paralegal Association - Julie A. May, ACP
26. Tennessee Paralegal Association - Pamela K. Leckey, CP
27. Richmond Paralegal Association - Kimberly A. Paulsrud, ACP
28. Legal Assistants of Wyoming - Wendy K. Trembath, CP

Director Grier, CP, FRP introduced Jill I. Francisco, ACP, NALA President, to act as Chair for the election portion of the agenda. Director Grier, CP, FRP announced that this year neither candidate for the position of Affiliated Association Director or Secretary had an opponent. She read Article IV, 4.6(a) of the NALA Bylaws which states: "Voting for officers shall be by ballot at the annual meeting except when there is but one candidate for any office. In that event, if there is no objection, the chair may declare the candidate elected." Candidates for office of Affiliated Association Director must be NALA active members in good standing and members in good standing of an Affiliated Association during their term as Affiliated Associations Director. Candidates must also have successfully completed the CP exam and have maintained current CP status. The term of office is for one year.

President Francisco, ACP then presented Peonca S. Grier, CP, FRP, of Orlando, Florida, as candidate for Affiliated Associations Director. She then read the duties and responsibilities Affiliated Associations Director.

President Francisco, ACP asked Ms. Grier, CP, FRP if she wished to make a statement to the membership and asked if there were any objections to the candidate for Affiliated Associations Director. Being none, President Francisco, ACP, as Chair, declared Peonca S. Grier, ACP, FRP as Affiliated Associations Director for the 2020-2021 year.

President Francisco, ACP then presented Bridget Stuhr, ACP, of Omaha, Nebraska, as candidate for Affiliated Associations Secretary. She then read the duties and responsibilities of the Affiliated Associations Secretary and asked Ms. Stuhr, ACP, to stand.

President Francisco, ACP asked Ms. Stuhr, ACP, if she wished to make a statement to the membership. She did and gave her statement to the membership. President Francisco, ACP then asked if there were any objections to the candidate for Affiliated Associations Secretary. Being none, President Francisco, ACP, as Chair, then declared Bridget Stuhr, ACP, as Affiliated Associations Secretary for the 2020-2021 year.

Director Grier, ACP, FRP thanked Jill I. Francisco, ACP, NALA President for serving as Parliamentarian and election Chair for the meeting. Director Grier, ACP, FRP then asked if there were any further items for discussion. There were none. Director Grier, ACP, FRP then declared the Affiliated Associations Annual Meeting closed. The business portion of the Affiliated Associations Annual Meeting was adjourned at 1:27 p.m.

The meeting was followed by the Affiliates Exchange Presentation given by the Alabama Association of Paralegals, Inc. with their presentation: *“How to Plan and Present a Certified Paralegal Review Course.”*

The minutes shall also reflect that Director Grier, CP, FRP appointed the following Affiliated Associations NALA Liaisons to a committee to review and approve the minutes of the 2020 NALA Affiliated Associations Annual Meeting.

Angela Trujilo, CP – Tucson Paralegal Association
Caryn Redding, CP – Nebraska Paralegal Association
Kelly Crow, ACP – Alabama Associations of Paralegals

Respectfully submitted,



Bridget M Stuhr, ACP
2020-2021 NALA Affiliated Associations Secretary