

RPA On The Record

*A Newsletter of the Richmond Paralegal Association
An Affiliate Association of the National Association of Legal Assistants, Inc.
A Member of the Virginia Alliance of Paralegal Associations*

P.O. Box 384, Richmond, VA 23218 www.richmondparalegals.org



January 1, 2017

January Dinner Meeting
1/24/2017
Ethics (see page 5)

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President's Message

Jillian Sherman, ACP



Welcome 2017! I love the beginning of a new calendar year! Not only is this a new year for RPA, it's our 35th anniversary! I am excited to serve as RPA's President alongside an incredible, dedicated Board. I am looking forward to my new role, and new challenges and opportunities for RPA to experience together.

As the incoming Board takes office and prepares for 2017, we are reviewing the mission statement and the bylaws, and thoughtfully considering RPA programs and events to be certain that we are meeting our stated mission to foster professionalism, continuing legal education, public service and networking for paralegals in Central Virginia. While the Board reviews our mission, many individuals are making New Year's resolutions or set personal goals for the coming year. Have you thought about your individual professional goals for this year and beyond? Maybe you've never considered having a professional vision for yourself. No one can accomplish your

President's Message (continued)

vision and goals for you- you have to set them.

Take some time over this week to create a vision board for yourself. Does it feel hokey? Maybe. Focus on who you are, who you want to be, and what you want to accomplish in your career. Your vision board can be photographs, pictures you print from a website or cut out from a magazine or flyer, single words you write out, or anything else you want.

Maybe you want to sit for the NALA Certified Paralegal® (CP) exam. Print out the first page of the application and include it on your vision board. Do you want to add an Advanced Paralegal Certification (APC) credential to your résumé this year? Write the name of the specific APC on your vision board. Are you interested in contributing to the success of fellow paralegals? Print the RPA logo for your vision board. A vision of being a better public speaker might mean writing the Toastmasters website on your board. If attending more RPA functions is on your list, print the education calendar (or at least the dates and event or CLE titles) for your vision board. If an industry-specific certificate will lead you to more responsibility in your office, put the name of the certificate on your vision board. A new job might result in the password for the Job Bank on your board. Keep your vision board where you can see it- maybe a picture on your phone, or display it on your desk. Make sure you view it often, at least once a month, and evaluate what you are doing to make your vision come alive!

Think about what RPA can do to help you achieve your goals. Talk to any Board member for ideas, or to give input. The Board is here to serve you, its members, and would love to hear your perspective on what RPA is doing. Not only do we hope you can tell us at the end of the year that RPA helped you meet or exceed your vision for 2017, we truly want to serve you and make it happen!

Jillian



Education Report**S. Nicole Frazier, CP, First Vice President/Education Chair**Your Opinion is Needed

As we plan upcoming RPA events, we need your feedback. Please copy these questions into an email to Education@RichmondParalegals.org, and give us your input.

- 1) I would like to be the presenter of a CLE on this topic: _____
- 2) I can write a blog post for RPA on this topic: _____
- 3) I have speaker or topic suggestions: _____
- 4) I would like RPA to hold meetings here: (Please provide an area of town such as Downtown, Southside, West End, Northside, East End **AND** a specific location that can handle groups of 25-40 people, has onsite catering or will allow outside caterers, can accommodate our technology needs [PowerPoint, projector, microphone/podium, telephone with conference capabilities for lunches], and has public/paid parking available or nearby. We prefer not to pay a room fee, but will consider locations that require one.)

- 5) Who pays my RPA membership? (I pay, my firm/company pays) _____
- 6) Who pays my RPA meeting fees? (I pay, my firm/company pays) _____
- 7) I would like to be more involved in RPA in these areas: _____
- 8) I would like to attend or host social events in the (morning, lunchtime/afternoon, evening):
Host: _____
Attend: _____
- 9) I am on FaceBook, Twitter, LinkedIn, Instagram, Pinterest (list all):

- 10) I get (too much, just the right amount, not enough) email from RPA: _____
- 11) I would like to receive information on: _____
- 12) I prefer to receive information by (email, Facebook, Twitter, Newsletter, meeting flyer):

- 13) Other comments and suggestions: _____

Education Report (continued)

Mark your Calendar-

January 7th, 2017:

On Saturday, January 7th beginning at 10:00 a.m., Karen McGee, ACP, a former NALA President, will come to Richmond to offer several hours of training on the Six Hats Thinking Method. Whether you are interested in volunteering with RPA, or deal with teams at work or another volunteer opportunity, the Six Hats Method directs problem solving and brainstorming for optimal results. RPA is excited to host this training for any who are interested. Please see the attached flyer.

January 24th, 2017:

Our next dinner meeting will be held on Tuesday, January 24th beginning at 6:00 p.m. This event will be hosted by Allen, Allen, Allen & Allen. Ashley Davis, Esq., will discuss Confidentiality (ethics). Please see the attached flyer.

February 22nd, 2017:

Our next brown bag meeting will be held on Wednesday, February 22, 2017 at 12:00 p.m. This event will be hosted by McGuire Woods. Meghan Hubbard, Esq., will discuss Fiduciary Litigation.

Coming Up-

NALA's 2017 Conference and Expo will be held on July 19, 2017 – July 21, 2017 in Orlando, FL. The annual conference will be hosted at the Wyndham Orlando, Resort International Drive. We hope that many of our RPA members will be able to attend.

Professional Certifications-

NALA:

The application deadline for the January testing window has passed. However, the application deadline for the May testing window is April 1, 2017. Should you have any questions on applying to take the exam, email: Education@RichmondParalegal.org. Please let us know when you pass the CP or APC exam so RPA can help celebrate your accomplishment and recognize you in On The Record!

VAPA:

Please let us know if you have obtained your Virginia Registered Paralegal (VARP) designation so RPA can help celebrate your accomplishment and recognize you in our newsletter, On the Record.



RICHMOND PARALEGAL ASSOCIATION
January Dinner Meeting
January 24, 2017
6:00 p.m. – 8:00 p.m.

- Speaker:** Ashley Davis, Esquire from Allen, Allen, Allen & Allen
- Topic:** Confidentiality (ethics)
- Place:** Allen, Allen, Allen & Allen
1809 Staples Mill Rd,
Richmond, VA 23230
- Time:** Dinner & business meeting at 6:00pm, speaker at 6:30pm, door prize drawing at 7:30pm
- Dinner:** Catered by Chipotle

Members \$15.00 (checks payable to RPA)
Non-Member \$20.00 (checks payable to RPA)

**First time non-member meeting attendees are eligible for member cost.
**Second time or more non-member meeting attendees pay non-member cost.*

Dinner Sponsored by:



RESERVATIONS MUST BE RECEIVED BY JANUARY 17, 2017

*** Snacks for SCAN*** RPA is collecting snacks for Stop Child Abuse Now (SCAN). Please see attached flyer for snack donation ideas. RPA's Pro Bono Chair will deliver snacks donated at each meeting. Thank you in advance!

YOUR ADVANCE RESERVATION AND PAYMENT IS REQUIRED. Reservations and checks payable to RPA must be received by January 17th. CANCELLATIONS must also be received by January 17th.

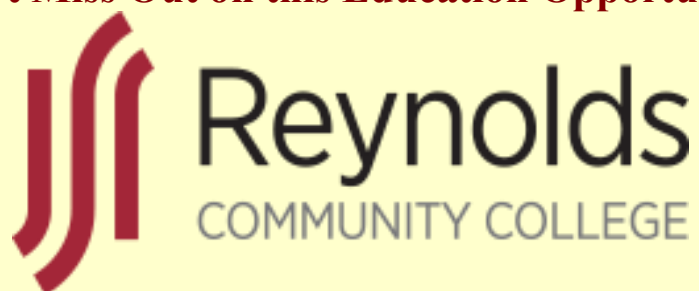
Please forward your reservation to RPA, PO Box 384, Richmond, VA 23218 or by email:
education@richmondparalegals.org

RPA Member Name (CP or ACP) _____ Vegetarian _____

Guest Name(s) _____ Vegetarian _____

Guest's Employer _____

Don't Miss Out on this Education Opportunity!



Six Thinking Hats Training

With

Karen Greer McGee, ACP

Saturday, January 7, 2017, from 10:00 a.m. - 2:00 p.m.

Registration Cost:

\$15 for current Richmond Paralegal Association (RPA) members

\$20 for non-RPA members

Registration includes CLE, electronic materials, & lunch.

Please note:

To provide lunches for everyone attending, walk in registration will not be accepted.

9:45 to 10:00 a.m. Check-In

Morning Schedule:

10:00 to 10:30 a.m.

Welcoming Remarks and Introductions - Jillian L. Sherman, ACP, Richmond Paralegal Association president, Karen McGee, ACP, speaker and NALA past president. Since much of this training will be interactive, we will take the time for attendees to introduce themselves to the group.

10:30 to 11:30 a.m.

Overview of Edward DeBono's Six Thinking Hats- Karen McGee, ACP

Lunch Break: 11:30 a.m. to 12:30 p.m.

Box lunches will be provided. See registration form for details.

Afternoon Schedule: 12:30 to 2:00 p.m.

Case study exercise using Six Thinking Hats- Karen McGee, ACP

2:00 to 2:30 p.m.

Discussion of case study exercise - Karen McGee, ACP

Location: Reynolds Community College, Downtown Campus, 700 E. Jackson Street, Room 301, Richmond, VA 23219. Parking is available in the deck adjacent to the building. Campus map and directions are available at http://reynolds.edu/who_we_are/locations.aspx

Registration cost is payable at the time of registration. Complete the following registration form and mail it along with a check or money order payable to RPA to: Richmond Paralegal Association, PO Box 384, Richmond, Virginia 23218, ATTN: leadership training.

Registration must be received by January 4th, 2017. Registration confirmation and receipt will be emailed when your registration is processed. Registration is non-refundable.

Materials:

Session outline and any materials, speaker biography, room location, parking details, and CLE certification forms will be provided by email to all registrants approximately one week prior to the Seminar. No materials will be available onsite.

More information on the Six Thinking Hats can be found at http://www.debonogroup.com/six_thinking_hats.php

Please email questions to Jillian L. Sherman, ACP, at President@RichmondParalegals.org

Scholarship to the NALA Conference

Have you always wanted to go to a NALA Conference? This year it will be held in Orlando, Florida from July 19-21, 2017. As a loyal member of RPA, you have a chance to win the Registration Fee to attend the meetings, seminars and many of the social events. If you attend 6 RPA events in 12 months (May 1, 2016- April 30, 2017) you will qualify to win the scholarship. We will track your attendance at Lunch and Dinner Meetings, as well as social events and seminars and place your name in a

drawing. Travel or accommodations are not included in this prize, but this year, since it is on the East Coast, it is a great time to attend.

Please contact Kitty Bice, ACP if you have any questions.
kbice@williamsmullen.com.

Membership Report

*Stephanie Meharg, ACP
2nd Vice President, Membership Chair (2016)*

As of December 2016

| | |
|------------------------------|-------------------|
| Active Members: | 77 |
| Provisional Members: | 14 |
| Student Members: | 31 |
| Lifetime Members: | 11 |
| Retired Members: | 1 |
| Associate Members: | 6 |
| <u>Total Members:</u> | <u>140</u> |

It's almost that time again! The deadline for Richmond Paralegal Association membership dues is Wednesday, February 1, 2017.

This year we are offering:

- **Employers a 5% discount on membership dues when they sign up 5 or more employees as members**

Any questions? Please contact Jackie Perkins-Ross, Membership Chair



In the Bag - RPA 2017 Events

Follow RPA on social media (see last page for FaceBook, Twitter, and Instagram, and blog addresses) and watch your email for these and other events. Coffee socials and happy hours will be posted as they are planned. There may also be additional 35th anniversary special events and pro bono events throughout the year that will be

In the Bag (continued)

circulated as they are scheduled. Make sure to keep your membership up to date, and watch your email for information!

January 7, 2017- Six Thinking Hats training with Karen McGee, ACP. At JSRCC Downtown campus. Registration deadline 1/4/2017. Email Jillian Sherman, ACP, at RPAEmail@RichmondParalegals.org for details.

January 18, 2017- Coffee social, 8:00-8:30am, James Center Starbucks.

January 24, 2017- Dinner meeting: Ashley Davis, Esq. on Confidentiality (ethics) at Allen and Allen on Staples Mill Road. Sponsored by Allen, Allen, Allen & Allen. Contact Nicole Frazier, CP, Education Chair, at Education@RichmondParalegals.org for details.

February 1, 2017- Membership renewals for 2017 due. Information and applications at <http://www.richmondparalegals.org/information-application/>. Contact Jackie Perkins-Ross, Membership Chair, for details at Membership@RichmondParalegals.org.

February 21, 2017- Board meeting at Williams Mullen. Open to all members. Contact Jillian Sherman, ACP, at RPAEmail@RichmondParalegals.org for information.

February 22, 2017- Lunch meeting: Meghan Gehr Hubbard, Esq., on Fiduciary Litigation at McGuireWoods. Sponsored by Freeman's Auctions. Email Nicole Frazier, CP, Education Chair, at Education@RichmondParalegals.org for details.

March 21, 2017- Dinner Meeting: TBD, at Markel Corporation in Innsbrook. Contact Nicole Frazier, CP, Education Chair, at Education@RichmondParalegals.org for details.

April 1, 2017- Spring edition of On the Record. Contact Brooks Godwin, CP, VARP, at Brooks.Godwin@allenandallen.com to contribute.

April 18, 2017- Board meeting at Williams Mullen. Open to all members. Contact Jillian Sherman, ACP, at RPAEmail@RichmondParalegals.org for information.

April 22, 2017- CASA Superhero 5k Race, Kids Run & Family Fun. Watch your email for RPA team details, or visit <http://www.casarun.com/> for race registration.

April 25, 2017- Lunch meeting: 2017 Legislative Review. Details TBD. Contact Nicole Frazier, CP, Education Chair, at Education@RichmondParalegals.org for details.

May 1, 2017- Richmond Bar Association Law Day luncheon. Details TBD.

May 1, 2017- NALA conference scholarship drawing. See the article in the January 2017 newsletter or contact Kitty Bice, CP, NALA Liaison, at NALALiaison@RichmondParalegals.org for information.

In the Bag (continued)

May 6, 2017- Spring Forward in Your Career. Details TBD. Contact Nicole Frazier, CP, Education Chair, at Education@RichmondParalegals.org for information.

June 20, 2017- Board meeting at Williams Mullen. Open to all members. Contact Jillian Sherman, ACP, at RPAEmail@RichmondParalegals.org for information.

June 28, 2017- Lunch meeting: TBD. Contact Nicole Frazier, CP, Education Chair, at Education@RichmondParalegals.org for information.

July 1, 2017- Summer edition of On the Record. Contact Brooks Godwin, CP, VARP, at Brooks.Godwin@allenandallen.com to contribute.

July 2017- *tentative*- Evening with the Clerks. Please watch for further details.

July 19-21, 2017- NALA conference, Orlando, Florida. Contact Kitty Bice, ACP, NALA Liaison, at NALALiaison@RichmondParalegals.org information, or NALA headquarters at <https://www.nala.org/> for details and registration.

August 1, 2017- Budget requests due for 2018 budget. Contact Teresa Clark, ACP, Treasurer, at Treasurer@RichmondParalegals.org for details.

August 15, 2016- Board meeting at Williams Mullen. Open to all members. Contact Jillian Sherman, ACP, at RPAEmail@RichmondParalegals.org for information.

August 23, 2017- Lunch meeting: TBD. Contact Nicole Frazier, CP, Education Chair, at Education@RichmondParalegals.org for information.

August/September, 2017- *tentative*- Information Social. Details TBD.

September 1, 2017- Outstanding Paralegal of the Year nominations due. Criteria at <http://www.richmondparalegals.org/outstanding-paralegal-of-the-year/>. Contact Jackie Perkins-Ross, Membership Chair, at Membership@RichmondParalegals.org for information.

September 1, 2017- Fall edition of On the Record. Contact Brooks Godwin, CP, VARP, at Brooks.Godwin@allenandallen.com to contribute.

September 19, 2017- Dinner meeting: TBD. Contact Nicole Frazier, CP, Education Chair, at Education@RichmondParalegals.org for information.

October 1, 2017- Proffitt/Brewer Scholarship applications due. Criteria at <http://www.richmondparalegals.org/scholarships/>. Contact Nicole Frazier, CP, Education Chair, at Education@RichmondParalegals.org for details.

October 17, 2017- Board meeting at Williams Mullen. Open to all members. Contact Jillian Sherman, ACP, at RPAEmail@RichmondParalegals.org for information.

In the Bag (continued)

October, 2017- Fall Seminar. Date TBD, at University of Richmond. Contact Nicole Frazier, CP, Education Chair, at Education@RichmondParalegals.org for information.

November 1, 2017- Janet Scott CP Exam scholarship entries due. Criteria at <http://www.richmondparalegals.org/scholarships/>. Contact Nicole Frazier, CP, Education Chair, at Education@RichmondParalegals.org for details.

November 14, 2017- Annual Dinner Meeting. Details TBD.

November 14, 2017- First meeting of the 2018 Board of Directors. Open to all members. Details TBD.

December 6, 2017- 35th Anniversary of the Richmond Paralegal Association (formerly the Richmond Association of Legal Assistants, RALA).

An Introduction to the Richmond Paralegal Association's 2017 Board of Directors by Heather Rigby, Marketing/PR Committee

Richmond Paralegal Association (RPA) is excited to introduce our newly elected and appointed officers and directors for 2017. In their new roles, these individuals will plan and run RPA events in 2017 and will determine the direction for the organization.

The 2017 Board members bring new ideas to the table and are looking forward to making positive contributions to RPA and our community. They are all existing members who have volunteered their time to support RPA's mission of offering excellent and meaningful CLE opportunities, and serving our community. The Board consists of first time members, such as Holly Murray, who was looking for a way to get further involved with RPA after three years of membership, as well as veterans like former Secretary and 2016 Paralegal of the Year, Kimberly Paulsrud, ACP, who is now serving as a Director.

Newly elected President, Jillian Sherman, ACP, is looking forward to helping RPA's membership reach their full potential. "Training and encouragement are my personal strengths, and I enjoy using them on behalf of RPA," she said. While Sherman has served in many positions on the RPA Board since 2011, this will be her first time serving as President.

An Introduction (continued)

The new 1st Vice President - Education, S. Nicole Frazier, CP, echoes that sentiment. "I not only wanted to be involved but I also wanted to try make a difference and perhaps make a positive impact on someone's life," said Frazier.

Incoming Treasurer Teresa A. Clark, ACP, who has served RPA in several positions over the years believes "that as a Paralegal it is my duty to give back to my profession." She said she "intends to serve RPA until I retire; or am no longer able to, either in a Board Position or on a Committee."

It is the RPA Board's intent to keep RPA on track with NALA's mission and educational goals. This is facilitated by the involvement of our Board members with NALA and the opportunities it offers. Jillian Sherman, ACP, serves on NALA's Professional Development Committee as the prior chair for a year following a three year committee term (2013 - 2016). Additionally, our NALA Liaison since 2014, Kitty Bice, ACP, completed the NALA LEAP (Leadership Enhancement and Preparation) program in July. These ties to NALA will undoubtedly be effective in keeping RPA the leading professional organization for paralegals in the region.

Allow me to introduce our 2017 Board of Directors:

- President - Jillian L. Sherman, ACP
- 1st Vice President - Education - S. Nicole Frazier, CP
- 2nd Vice President - Membership - Jackie Perkins-Ross
- Secretary - Holly Murray
- Treasurer - Teresa A. Clark, ACP
- Parliamentarian - Stephanie Meharg, ACP, VARP
- NALA Liaison - Kitty Bice, ACP
- Director – 2016-2017 – Kevin Halverson, CP
- Director – 2016-2017 – Early Wortham
- Director – 2016-2017 – Kimberly A. Paulsrud, ACP
- Director – 2016-2017 – Brandie N. O'Neill

We welcome Jackie Perkins-Ross, Holly Murray, and Brandie O'Neill to their first terms on the RPA Board and encourage our membership to follow in their footsteps by volunteering for a committee! RPA is looking forward to 2017 and continuing our tradition of serving our profession and our community.

Grammar Tips

Courtesy of Carolyn Morris
Allen, Allen, Allen & Allen

Don't make these common mistakes in 2017!

1. It vs. They

This is probably the most common mistake. When writing about a company or organization, the actual organization should always be referred to as an "it," not a "they," unless of course you're talking about the actual people who work there. Simply put, people are "they," and a thing is an "it."

Here's an example of what **not** to do:

Pyxl is headquartered in Knoxville. They provide digital marketing services.

Here's what it should actually say:

Pyxl is a company headquartered in Knoxville. It provides digital marketing services.

If you want to instead talk about Pyxl's employees and use the word "they," it should look something like this:

Most of Pyxl's team works in Knoxville. They provide digital marketing services.

See the difference? The caveat is if you're talking about multiple companies. Then, you'll have to call the group "they."

2. Its vs. It's

Here's another very common one and rightfully so; the English language can be confusing when it comes to possessives, especially when it comes to the word "it." To clarify, "it's" is a contraction of "it is" or "it has," while "its" is a possessive pronoun.

Here is an example of how these two should be used:

Pyxl opened its second office in Arizona last year. It's in Tempe.

When it doubt, say it out loud with "it's" has either "it is" or "it has". Does it make sense that way?

3. They're, Their & There

This is a mistake I hate to see, mainly because I feel like it was something engrained in me during grade school, but alas, I still see it all the time in business writing, so I wanted to include it in this list. Here is what each actually means:

"They're" is the contraction for "they are."

"Their" indicates possession.

"There" refers to a place or the existence of something.

Here are two example sentences that use all three correctly:

They're sitting over there with their dogs.

There is their dog; they're playing fetch with it.

Grammar (continued)

4. Using Semicolons

If you don't know how to properly use a semicolon, just don't use one. However, if you're interested in learning how to use it, I'm here to help. The semicolon's uses include linking two independent clauses that are closely related. Essentially, the semicolon is used in place of a period or a conjunction. Here's an example:

Some people like to use semicolons; others do not.

5. Assure vs. Insure vs. Ensure

While these three words definitely go hand-in-hand when it comes to meaning, the context in which you use them varies dramatically. Here's a better explanation:

Assure is something you do to a living thing (person or animal) to remove doubt or anxiety. For example:

I assure you that Pyxl will complete your project on time.

Insure is something an insurance company does. For example:

State Farm insures my home.

Ensure is what you do to guarantee something. For example:

We ensure quality for every project we do.

6. Then vs. Than

Then and than are two very often confused words in the English language. However, once you get the hang of how and when to use them, it will start to come naturally.

Here's the breakdown:

Than is used for comparing things.

Then is used to describe time.

Here are two example sentences:

First we create website wireframes, then our design team creates a design mock-up.

Wireframes take less time to create than full design mock-ups.

That was





RPA's mission is to foster professionalism, continuing legal education, public service and networking for paralegals in Central Virginia. How can you help? Volunteer! There are many opportunities to contribute to the success of RPA- your organization. You can participate on a committee (or two!), write articles for the RPA newsletter, volunteer as a photographer, act as a greeter at a meeting, be a mentor for new RPA members, and many other options.

There are several committees that make RPA run. Standing Committees include Membership, Education, Newsletter, Marketing/Public Relations, Nominating/Elections, Audit, Mentoring, Technology, and Annual Meeting/Paralegal Week Reception. Special Committees and other appointments include the Pro Bono Committee, the Job Bank, VAPA Delegate, Bar Liaison, and Photographer.

Jackie Perkins-Ross chairs the **Membership Committee**. This committee maintains the membership roster, prepares membership renewal notices, confirms receipt of membership applications, distribute notices and newsletters, and promotes RPA by encouraging other paralegals, paralegal students and potential Sustaining and Associate candidates to join. This committee coordinates the Outstanding Paralegal of the Year Award, and the mentoring program. The Membership Committee will also coordinate a New Member program to introduce new members attending their first RPA meeting to "seasoned" members. Early Wortham is also on the Membership Committee. Jackie can be reached at Membership@RichmondParalegals.org.

The **Education Committee**, chaired by Nicole Frazier, ACP, develops educational material for paralegals and supervises the planning and presentation of CLE. The

Volunteers (continued)

committee offers the majority of the required CLE credits each year for Members who have earned the CP/CLA designation from NALA, so there is always something going on!

This committee also coordinates the Janet Scott Scholarship program for Active members planning to sit for the CP exam or take an APC and, along with the prior year scholarship recipient, also coordinates the Jean H. Proffitt and Susan Brewer, Esq. Scholarship for students. This year is a Fall Seminar year, so there is plenty to do! The Education Committee is composed of Nicole, Shanelle Branch, Heather Horn, Brandie O'Neill, and Shel Williams, VARP. The 2017 Scholarship sub-committee is comprised of John Waldrop, 2016 Proffitt/Brewer recipient, and the Education Committee. Nicole can be reached at Education@RichmondParalegals.org.

Brooks Godwin, CP, VARP, is the chairperson of the **Newsletter Committee**. She acts as publishing editor of On the Record. If you like to write, this is a great opportunity. Brooks can be reached at Brooks.Godwin@AllenandAllen.com.

The Webmaster, a member of the RPA Board, is the chairperson of the Technology Committee. The **Technology Committee** maintains the website, email addresses, and other technology needs of RPA. There are changes planned for RPA's website, and the committee needs volunteers to manage RPA's social media accounts. Until a new webmaster is appointed, contact Jillian at RPAEmail@RichmondParalegals.org to volunteer.

The **Audit Committee** is co-chaired one Board member and one non-Board member (see Bylaws for additional requirements). The Audit Committee reviews the Treasurer's records to be sure all is accounted for correctly. This year's Audit Committee is Kevin Halverson, CP, and Catherine Foster. Their report is due to the Board by April 1, 2017. Volunteers for the 2018 Audit Committee will be called later this year.

The **Nominating and Elections Committee** issues the call for declarations of candidacy for the offices of First Vice President, Second Vice President, Secretary, and Treasurer and vacancies of Directors, as well as notice of the Annual Meeting. Most of the work of this committee happens between August and November. Until a Nominating and Elections chair is appointed, contact Jillian at RPAEmail@RichmondParalegals.org to volunteer.

Volunteers (continued)

The **Public Relations/Marketing Committee** communicates RPA events to local media outlets and handles logo items for distribution by RPA. We use logo items as gifts for members and speakers and for distribution at the NALA conference and other events. Heather Rigby is on the PR/Marketing Committee. Until a PR chair is appointed, contact Jillian at RPAEmail@RichmondParalegals.org to volunteer.

The **Annual Meeting/Paralegal Week Reception Committee** plans the Annual Meeting and the Paralegal Week Reception. The committee works with the Nominating and Elections Committee as necessary to ensure notices and other information is distributed as necessary and as required by the RPA Bylaws. This is a great option if you like to plan parties! Until a chair is appointed, contact Jillian at RPAEmail@RichmondParalegals.org to volunteer.

The **Pro Bono Committee** is a Special Committee, chaired by Holly Murray, that handles pro bono and volunteer activities for RPA. The committee collects and delivers snacks for Greater Richmond Court Appointed Special Advocate (CASA) programs, keeps in touch with CASA for periodic training and recruitment of CASAs, and has worked with Central Virginia Legal Aid. Contact Holly at ProBono@RichmondParalegals.org to volunteer.

Additional appointments and opportunities include:

Job Bank, handled by Kitty Bice, ACP. Employers wishing to post jobs to the RPA Job Bank and members who need the password should email Kitty at JobBank@RichmondParalegals.org.

We have a **VAPA Delegate**. One Board member will be appointed as a delegate to the Virginia Alliance of Paralegal Associations (VAPA).

We also have a **Bar Liaison**. One Board member will be appointed as a liaison to the Richmond Bar Association and other bar associations in Virginia. There are several bar associations and we would like to begin working with more of them. If you would like to assist, please contact Jillian at RPAEmail@RichmondParalegals.org.

RPA is looking for Photographers! Members who love to take pictures can volunteer for various photo opportunities. We are hoping to do a better job taking pictures during CLE and other events for use in the newsletter, website, and social media, as well as headshots of Board and committee members and “formal” group pictures. Please contact Jillian at RPAEmail@RichmondParalegals.org to volunteer.

Volunteers (continued)

There are so many ways to support this organization. Can you arrive at a meeting a few minutes early? If you are already planning to attend a meeting, the Education Committee can use your help as a greeter. Greeters staff the sign-in table for a few minutes in advance and through the first 5 minutes of the meeting, make sure everyone gets a name tag and enters the door prize drawing, then are able to attend the meeting as usual. Contact Nicole at Education@RichmondParalegals.org to volunteer.

Are you a people person? The Membership Committee would love to have your help as a “buddy” for new members attending their first RPA event, or longer term as mentors in the mentoring program. When a new member RSVPs for an event, the membership committee will assign a volunteer to contact the new member and arrange to meet right before the meeting and attend together so the new member has a friendly face to help break the ice. Mentors, on the other hand, are assigned to mentees who apply for the mentoring program. Mentoring is arranged between the mentor and mentee outside of RPA events, and is a three month commitment. Please contact Jackie at Membership@RichmondParalegals.org to volunteer as a buddy. Applications for mentors and mentees are available on the RPA website at <http://www.richmondparalegals.org/mentoring-program/>.



TREASURER'S REPORT
January - December 2016

01/01/16 Balance Forward From December 31, 2015 \$14,626.67

Receipts:

| | |
|--------------------------------|-------------|
| Membership Dues | \$ 7,095.00 |
| January Dinner Meeting | 297.00 |
| Donations | 9.00 |
| Spring Seminar | 500.00 |
| Law Day | 338.00 |
| NALA Convention Reimbursement | 1,000.00 |
| September Dinner Meeting | 255.00 |
| Returned Check and Fee | - 37.50 |
| Return Check Fee | 12.00 |
| Annual Dinner Meeting | 650.00 |
| Annual Dinner Meeting Donation | 200.00 |

Total Receipts: \$ 10,318.50

Expenses:

| | |
|--|----------|
| January Dinner Meeting Cancellation Return | 11.00 |
| January Dinner Meeting Door Prizes | 10.00 |
| Planning Meeting/Retreat Luncheon | 119.36 |
| January Dinner Meeting | 276.53 |
| February Board Meeting | 43.16 |
| March Seminar - Projections Consulting, Inc. | 500.00 |
| Law Day Luncheon | 308.23 |
| Post Office Box Rental | 82.00 |
| NALA Conference Tape | 99.99 |
| RPA Shopping Bags | 388.07 |
| June Board Meeting | 45.40 |
| NALA Convention Attendee Expenses | 1,000.00 |
| Web Hosting | 131.99 |
| NALA Registration | 225.00 |
| RPA Brochures | 22.90 |
| NALA Conference Attendee Expenses | 2,155.20 |
| RPA Social | 492.30 |
| September Dinner Meeting | 272.82 |
| Annual Meeting Room Deposit | 375.00 |
| VAPA Conference Gift Cards | 75.00 |
| VTLA - Seminar Exhibitor | 200.00 |
| Gift Card | 10.00 |
| Name Badge Labels | 27.37 |
| Proffit/Brewer Scholarship | 1,000.00 |
| Bank Charge - Deposit Correction Fee | 6.00 |
| Annual Dinner Meeting | 905.38 |
| Annual Meeting Door Prizes | 39.13 |

Total Expenses: \$ 8,821.83

12/06/16 Ending Balance \$16,123.34

Assets as of December 6, 2016

| | |
|---------------------------|--------------------|
| SunTrust Checking Account | \$16,123.34 |
| CD (matures 02/21/2017) | 3,010.52 |
| CD (matures 08/21/2019) | 7,087.94 |
| Total Assets | \$26,221.80 |

Respectfully submitted,
Angela L. Willis, ACP, Treasurer

Thank you to our 2016 Sponsors!



Check out our website for upcoming events and meetings!

www.richmondparalegals.org

RPA is now on Instagram! Follow us at RPA_RichmondVA

Have an interesting topic to share? Write about it!
Contact Brooks Godwin, brooks.godwin@allenandallen.com

2017 Board of Directors

| | | |
|-------------------------------------|-------------------------|--|
| President..... | Jillian Sherman, ACP | President@richmondparalegals.org |
| 1 st Vice President..... | Nicole Frazier, CP | Education@richmondparalegals.org |
| 2 nd Vice President..... | Jacqueline Perkins-Ross | Membership@richmondparalegals.org |
| Secretary..... | Holly Murray | Secretary@richmondparalegals.org |
| Treasurer..... | Teresa A. Clark, ACP | Treasurer@richmondparalegals.org |
| Director | Early Wortham | Director@richmondparalegals.org |
| Director | Kevin Halverson, CP | Director@richmondparalegals.org |
| Director..... | Brandie O'Neill | Director@richmondparalegals.org |
| Director | Kimberly Paulsrud, ACP | Director@richmondparalegals.org |
| Parliamentarian..... | Stephanie Meharg, ACP | Parliamentarian@richmondparalegals.org |
| NALA Liaison..... | Kitty Bice, ACP | NALALiaison@richmondparalegals.org |



Follow us on Twitter: RPA_RichmondVA
 Join us on LinkedIn
 Like us on Facebook

www.richmondparalegals.org
 email: RPAEmail@richmondparalegals.org

2017 Committee Chairs

Standing Committees:

| | | |
|---|---|--|
| Education Committee..... | Nicole Frazier, CP Shanelle Branch Heather Horn Brandie O'Neill Shel Williams, VARP | education@richmondparalegals.org |
| Membership Committee..... | Jackie Perkins-Ross Early Wortham | membership@richmondparalegals.org |
| Newsletter Committee..... | Brooks Godwin, VARP | brooks.godwin@allenandallen.com |
| Nominating and Elections Committee..... | TBD | nominating@richmondparalegals.org |
| Audit Committee..... | Kevin Halverson, CP Catherine Foster | |
| Technology Committee..... | Kevin Halverson, CP | technology@richmondparalegals.org |
| Annual Meeting/Paralegal Week..... | TBD | RPAE@richmondparalegals.org |
| PR/Marketing Committee..... | TBD | RPAE@richmondparalegals.org |

Special Committees:

| | | |
|-------------------------|--------------|--|
| Pro Bono Committee..... | Holly Murray | ProBono@richmondparalegals.org |
|-------------------------|--------------|--|

Other Appointments:

| | | |
|---------------------------|-----------------|--|
| Job Bank..... | Kitty Bice, ACP | JobBank@richmondparalegals.org |
| VAPA Delegates | TBD | VAPA@richmondparalegals.org |
| Richmond Bar Liaison..... | TBD | RPAE@richmondparalegals.org |
| Webmaster..... | TBD | webmaster@richmondparalegals.org |

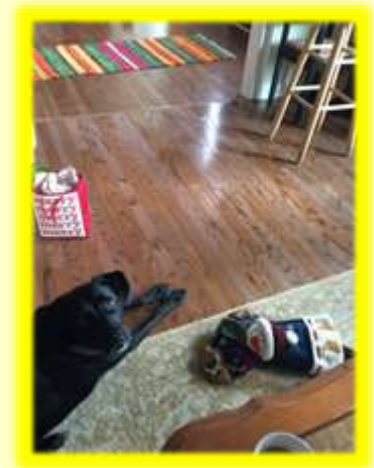
RPA is always interested in your input and help. If you would like to make a difference or contribute to the success of your organization, please contact one of the above committee chairs for more information.

Do you have useful information to share? Are you interested in contributing an article? Please contact Brooks Godwin.
brooks.godwin@allenandallen.com

Next RPA Board Meeting is Tuesday, February 21, 2017



Happy Holidays!!!



And all the best for 2017

Happy New Year!!!



From the Editor and Lily