

NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.

MINUTES OF THE FORTY-THIRD ANNUAL MEETING OF THE MEMBERSHIP

**July 11, 2018
St. Louis, Missouri**

TIME AND PLACE OF MEETING

The 43rd Annual Meeting of the Membership of the National Association of Legal Assistants, Inc. (NALA) was held at the Hilton St. Louis at the Ballpark, St. Louis, Missouri, on Wednesday, July 11, 2018.

President Cassandra Oliver, ACP, called the meeting to order at 3:20 p.m. President Oliver, ACP, presided over the meeting with Secretary, Melissa J. Hamilton, ACP, present to take the minutes.

President Oliver, ACP, introduced the NALA Board of Directors:

BOARD MEMBERS

PRESIDENT	Cassandra Oliver, ACP
VICE PRESIDENT	Jill I. Francisco, ACP
SECRETARY	Melissa J. Hamilton, ACP
TREASURER	Debra L. Overstreet, ACP
CONTINUING EDUCATION COUNCIL CHAIR	Jeanne M. Elliott, ACP
PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR	Andrea A. Shultz, ACP
AFFILIATED ASSOCIATIONS DIRECTOR	Annette R. Brown, ACP
AREA 1 DIRECTOR	Jaye L. Koch, ACP
AREA 2 DIRECTOR	Melissa M. Klimpel, ACP
AREA 3 DIRECTOR	Michele T. Pfeiffer, ACP
AT LARGE DIRECTOR	Jane McKinnon, CP
AT LARGE DIRECTOR	Debby Sawyer, ACP

NON-VOTING BOARD MEMBERS

ADVANCED CERTIFIED PARALEGAL BOARD CHAIR	Dawnne L. Linnenbrink, ACP
EXECUTIVE DIRECTOR	Greta Zeimetz, CAE

NON-VOTING BOARD MEMBERS ABSENT AND EXCUSED

CERTIFYING BOARD CHAIR	Nanci L. Lilja, ACP
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President Oliver, ACP, then introduced the following important NALA members and special guests.

PAST PRESIDENT

Kelly A. LaGrave, ACP

CONTINUING EDUCATION COUNCIL MEMBERS

June Brown, CP
Richard Hahn, ACP
Vicki L. Kasper, ACP
Cheryl Nodarse, ACP
Kaila Glaros, ACP
Angela Oberle, ACP

CERTIFYING BOARD MEMBERS

Cathy L. Davis, ACP
Donna W. Gilliland, ACP
Christine K. Lillo, ACP
Lisa M. Stone, ACP

ADVANCED PARALEGAL CERTIFYING BOARD MEMBER

Janie Boswell, ACP
Kelly A. LaGrave, ACP
Dorothe Schuch, ACP

PROFESSIONAL DEVELOPMENT COMMITTEE MEMBERS

Kristine Custodio, ACP
Carla Y. Dennis, ACP
Dana G. Welcker, ACP, FRP
Susan Lewis, CP

AFFILIATED ASSOCIATIONS DIRECTOR

Annette R. Brown, ACP

AFFILIATED ASSOCIATIONS SECRETARY

Peonca S. Grier, CP

ETHICS COMMITTEE MEMBERS

Barbara E. Mills, ACP – Chair
Christian S. Chicas, CP
Katrina L. Lea

NALA STAFF MEMBERS

PRESENT

Greta Zeimetz, CAE – Executive Director

ATTENDING/WORKING AT THE MEETING

Marie Greninger – Director of Administrative Services and Certification
Melody Brewer – Certification Coordinator
JessicaLynn Nazarian – Marketing Associate
Stephanie Johnson – Member Services Representative
Jennifer Riddle – Member Services Representative
Paula VanStraten – Executive Assistant & Project Manager
Mariah Williams – Education Coordinator

SPECIAL GUESTS

Bruce Davis, President-Elect of American Association for Paralegal Education (Attending)

President Oliver, ACP, extended a special thank you to the St. Louis Paralegal Association for the warm welcome and generous greeting of all attendees.

ADOPTION OF THE RULES OF THE ANNUAL MEETING

President Oliver, ACP, reported that the Rules of the Annual Meeting were posted on the NALA Conference App and on the NALA website.

IT WAS MOVED AND SECONDED that the Rules of the Annual Meeting be adopted as posted on the NALA Conference App and on the NALA website. There was no discussion and the motion carried.

APPROVAL OF THE 2017-42nd ANNUAL MEETING MINUTES

President Oliver, ACP, reported that a committee consisting of Carol A. Frett, CLA, of St. Thomas, Virgin Islands, Maureen Barlow, CP of Brea, California, and Kerry Blackburn, of Oklahoma City, Oklahoma, were appointed to approve the minutes of the 2017 – 42nd Annual Meeting of the Membership. A copy of these Minutes was provided to each member of the NALA Board of Directors.

APPOINTMENT OF COMMITTEE TO APPROVE 2018-43rd ANNUAL MEETING MINUTES

President Oliver, ACP, appointed a committee consisting of Becky Shipes, ACP, of Atlanta, Georgia, Kelly Crowe, ACP, of Fultondale, Alabama, and Linda Carrette, ACP, of Friendswood, Texas, to approve the minutes of the 2018-43rd Annual Meeting of the Membership.

REPORT OF NALA'S EXECUTIVE DIRECTOR

President Oliver, ACP, introduced NALA's Executive Director, Greta Zeimetz, CAE. Executive Director Zeimetz, CAE, gave her report.

ANNUAL REPORT OF THE ASSOCIATION

President Oliver, ACP, reported that the following items were included in the NALA Annual Report located on the NALA Conference App:

- Report of activities of the NALA Board since the last Annual Meeting, reports of the Certifying Board, the Advanced Certified Paralegal Board, the Continuing Education Council, the Professional Development Committee, and the Affiliated Associations Director.

President Oliver, ACP, reported that in the consideration of time, the reports would not be read, but rather welcomed questions regarding the information contained in the reports. She opened the floor to questions, there were none.

President Oliver, ACP, introduced NALA Treasurer Debra L. Overstreet, ACP. Treasurer Overstreet, ACP, gave a report of the audited financials for the short year May 2017 to December 31, 2017.

Treasurer Overstreet, ACP, reported that NALA's financial records were audited by an independent auditor, Stanfield & O'Dell, PC, and they issued audited financial statements to the Board in June 2018. She further reported that in 2017, NALA switched to the accrual method of accounting and to a calendar year. Due the change to an accrual method of accounting, we cannot compare prior year's financials, therefore a comparison was not provided in the Annual Report.

Treasurer Overstreet, ACP, reported for the short year May 1, 2017 to December 31, 2017, NALA's revenue was \$1,122,605 and expenses of \$1,290,285, for a net loss of \$167,680. She further reported that total net assets at the 2017 year end were \$827,025. NALA's major revenue sources are dues and revenue from the certification and educational programs. The changes to the Certified Paralegal exam created a delay in examinees' ability to take the exam and as a result, the revenue from the certification program was down approximately \$92,000 in 2017, compared to 2016. NALA also invested approximately \$150,000 in technology in 2017 to update NALA's website and systems, including the new association management system. President Oliver, ACP, opened the floor to questions regarding the report of Treasurer Overstreet, ACP, there were none.

PRESIDENT'S REPORT AND MESSAGE

President Oliver, ACP, gave her President's message.

PRESIDENT ELECT PASSING OF THE GAVEL

President Oliver, ACP, reported that a NALA tradition is to pass the gavel during a presidential transition. She further reported that in April of this year, the Board of Directors elected Jill I. Francisco, ACP, as NALA President, for the 2018-2019 fiscal year. President Oliver, ACP, presented the gavel to Jill I. Francisco, ACP, President Elect and current Vice President.

PRESENTATION FROM BOARD CANDIDATES

President Oliver, ACP, announced that the candidates for office would be provided an opportunity to present a two-minute campaign speech. Tracy Mosz, ACP, of Tulsa, Oklahoma, was appointed to serve as timer.

The following candidates for the following offices gave their campaign speeches:

Treasurer	Terry Hale, ACP
Treasurer	Cindy Schmit, ACP
Treasurer	Cheryl Nodarse, ACP
Area 1 Director	Airolyn Loggins, ACP
Area 1 Director	Nancy Jordahl, ACP, FRP
Area 2 Director	Christine Lillo, ACP
Area 3 Director	Michele Pfeiffer, ACP
Area 3 Director	Shannon Rezanina, ACP
Secretary	Debra Overstreet, ACP
Vice President	Melissa Hamilton, ACP

President Oliver, ACP, then announced that elections would close as of noon, Thursday, July 12th and the results of the election would be announced during the all convention luncheon on July 12th. She further announced that voting rules, information on the candidates, and information on the Bylaw amendments were provided on the NALA website and were available at the voting center at the conference. She opened the floor to questions regarding the election process or the Bylaw amendments. There were none.

APPRECIATION OF SERVICE GIFTS

NALA Vice President Jill I. Francisco, ACP, recognized the following NALA members who served in a retiring capacity for the 2017-2018 year:

Melissa Klimpel, ACP	Area 2 Director
Jaye L. Koch, ACP	Area 1 Director
Barbara E. Mills, ACP	Ethics Committee Chair
Christian Chicas, CP	Ethics Committee

Katrina Lea
Bridget O. Briggs
Andrea Schultz, ACP
Kai Ellis, ACP
Richard Hahn, ACP
Amy H. Johnson
Vicki L. Kasper, ACP
Dana Welcker, ACP
Christine Lillo, ACP
Janie M. Boswell, ACP

Ethics Committee
Nominations/Credentials Chair (not present)
Professional Development Committee Chair
Continuing Education Council (not present)
Continuing Education Council
Continuing Education Council (not present)
Continuing Education Council
Professional Development Committee
Certifying Board
Advanced Certified Paralegal Board

HONORARY LIFETIME SERVICE AWARD

Vice President, Jill I. Francisco, ACP, presented NALA's Honorary Lifetime Service Award to Cassandra Oliver, ACP, NALA President 2017-2018.

OTHER SPECIAL RECOGNITION

President Cassandra Oliver, ACP, gave a special thanks to the vendors and to Physician Life Care Planning, the Gold Sponsor. She encouraged attendees to visit the vendor hall and thank the vendors for participating and supporting conference.

NEXT DAY'S EVENTS

President Cassandra Oliver, ACP, announced that the last meeting of the 2017-2018 NALA Board of Directors would be held on Thursday, July 12th at 7:30 a.m. in the Broadway Room. She announced that with that the business portion of the meeting was concluded.

AWARDS

AFFILIATED ASSOCIATIONS OUTSTANDING ACHIEVEMENT AWARD

President Cassandra Oliver, ACP, asked Affiliated Associations Director, Annette R. Brown, ACP, to come to the podium. Affiliated Associations Director, Annette R. Brown, ACP, presented the NALA Affiliated Associations Outstanding Contribution Award to Kaila Glaros, ACP, of Pinellas Paralegal Association of Florida (PAF) of Florida.

MAKING A DIFFERENCE AWARD

President Cassandra Oliver, ACP, called Treasurer Debra Overstreet, ACP, Chair of the Making A Difference Award, to the podium. Treasurer Overstreet, ACP, presented the Making A Difference Award to:

Arturo Rodriguez, CP
Cathy Eagles, ACP
Donna Strauss, ACP

Nominated 2016-2017 (not present)
Nominated 2016-2017
Nominated 2016-2017 (not present)

Jeri Boyd	Nominated 2016-2017 (not present)
Kitty Bice, ACP	Nominated 2016-2017 (not present)
Michelle Wilson	Nominated 2016-2017 (not present)
Nicole Frazier	Nominated 2016-2017 (not present)
San Diego Paralegal Association	Nominated 2016-2017 (accepted by Kristine Custodio, ACP)
Teresa Clark	Nominated 2016-2017 (not present)
Marcia Muldoon, CP, FRP	Nominated 3/28/2018
Heather Bienvenue, CP	Nominated 4/13/18 (accepted by Becky)
Stephanie Spokas	Nominated 4/13/18 (accepted by Terry Hale, ACP)
Amanda Hewitt	Nominated 4/13/18
Deborah Paul CP	Nominated 4/30/18 (accepted by Adrienne Berry, CP)
San Diego Paralegal Association	Nominated 5/1/18 (accepted by Kristine Custodio, ACP)

President Oliver, ACP, then announced that the recipient of the NALA Conference charity was Covenant House Missouri. Donations would be accepted at the registration desk and a representative from Covenant House Missouri would be attending the all conference lunch on Thursday, July 12th.

President Oliver, ACP, invited all attendees to the reception and Affiliates Showcase that evening in Salon F from 6:00 p.m. to 8:00 p.m.

President Oliver, ACP, congratulated all the award recipients and invited all members and guests to a celebration honoring the award recipients and honorees along with the installation of newly elected Board of Directors on Friday evening, July 13, 2018.

President Oliver, ACP, invited all attendees to attend the 44th Annual Conference at the Westin Kierland Resort & Spa – Scottsdale/Phoenix, Arizona, July 11-13, 2019.

IT WAS MOVED AND SECONDED that the 43rd Annual Membership Meeting be recessed and reconvened on Thursday July 12, 2018, during the Conference Luncheon. There was no discussion and the motion carried.

The meeting was recessed at 4:49 p.m.

President Cassandra Oliver, ACP, reconvened the Annual Membership Meeting on July 12, 2018, at 12:39 p.m. and declared a quorum.

President Oliver, ACP, announced the results of the elections and Bylaw vote as follows:

Vice President	Melissa J. Hamilton, ACP
Secretary	Debra L. Overstreet, ACP
Treasurer	Cheryl Nodarse, ACP
Area 1 Director	Nancy Jordahl, ACP, FRP

Area 2 Director
Area 3 Director

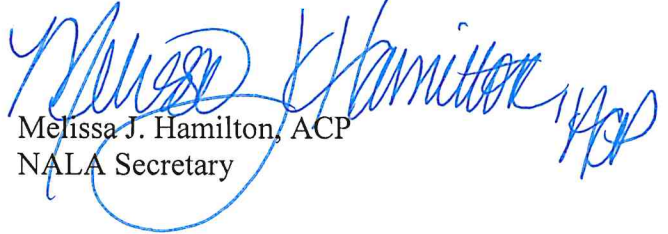
Christine Lillo, ACP
Michele Pfeiffer, ACP

Bylaw Amendment – Article IV – Directors – passed
Article XI – Certifying Board for Paralegals – passed

IT WAS MOVED AND SECONDED that the 43rd Annual Membership Meeting be adjourned. There was no discussion and the motion carried.

There being no further business, the 43rd NALA Annual Meeting was adjourned at 12:43 p.m.

RESPECTFULLY SUBMITTED,



Melissa J. Hamilton, ACP
NALA Secretary