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NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.

**MINUTES OF THE FORTY-FOURTH ANNUAL MEETING OF THE MEMBERSHIP
July 11, 2019
Scottsdale, Arizona**

TIME AND PLACE OF MEETING

The 44th Annual Meeting of the Membership of the National Association of Legal Assistants, Inc. (NALA) was held at the Westin Kierland Resort and Spa, Scottsdale, Arizona, on Wednesday, July 11, 2019.

President Jill I. Francisco, ACP, called the meeting to order at 12:41 p.m. President Francisco, ACP, presided over the meeting with Secretary, Debra L. Overstreet, ACP, present to take the minutes.

BOARD MEMBERS

President Francisco, ACP, introduced the 2018-2019 NALA Board of Directors:

PRESIDENT	Jill I. Francisco, ACP
VICE PRESIDENT	Melissa J. Hamilton, ACP
SECRETARY	Debra L. Overstreet, ACP
TREASURER	Cheryl J. Nodarse, ACP
AREA 1 DIRECTOR	Nancy L. Jordahl, ACP
AREA 2 DIRECTOR	Christine K. Lillo, ACP
AREA 3 DIRECTOR	Michele T. Pfeiffer, ACP
AT LARGE DIRECTOR	Debby J. Sawyer, ACP
AT LARGE DIRECTOR	Jane McKinnon, CP
AFFILIATED ASSOCIATIONS DIRECTOR	Annette R. Brown, ACP
CONTINUING EDUCATION COUNCIL CHAIR	Jeanne M. Elliott, ACP
PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR	Carla Y. Dennis, CP
ADVANCED CERTIFIED PARALEGAL BOARD CHAIR	Kelly A. LaGrave, ACP
CERTIFYING BOARD CHAIR	Nanci L. Lilja, ACP
CHIEF EXECUTIVE OFFICER	Dr. Greta P. Zeimetz, CAE

President Francisco, ACP, then made the following introductions:

PAST NALA PRESIDENTS

Vicki Voison, ACP, 1998-2000
Patricia G. Elliott, ACP, 2000-2002
Vicki J. Kunz, ACP, 2002-2004
Debra J. Smith, ACP, 2004-2006
Linda J. Wolf, ACP, 2008-2010
Karen Greer McGee, ACP, 2010-2012
Ann L. Atkinson, ACP, 2012-2014
Kelly A. LaGrave, ACP, 2014-2016
Cassandra Oliver-Divens, ACP, 2016-2018

CONTINUING EDUCATION COUNCIL MEMBERS

Jeanne M. Elliott, ACP, Chair
June Brown, CP
Michelle Caracci
Donna Donavant, ACP
Kalia Glaros, ACP, FRP
Melanie Hicks, ACP
Angela Oberle, ACP
Deborah Paul, CP
Shannon Rezanina, ACP
Caroline Wilkerson, CP

PROFESSIONAL DEVELOPMENT COMMITTEE

Carla Y. Dennis, CP, Chair
Kristine Custodio Suero, ACP
Jennifer Finch, FRP
Barbara E. Mills, ACP
Cindy Schmidt, ACP
Andrea A. Schultz, ACP (Past Chair)

CERTIFYING BOARD MEMBERS

Nanci L. Lilja, ACP, Chair
Stacey Bowers, J.D., M.L.I.S., Ph.D.
Kimberly A.S. Brown, ACP
Cathy L. Davis, ACP
Jennifer Devine, ACP
Donna W. Gilliland, ACP
Amy S. Hodgson, ACP
Deidra A. Kirtley, Public Member

Jaye Koch, ACP
Tracy Landry, ACP
Tracie L. Livesay, ACP
Kathy Miller, ACP, CAS
Shannon Moran Simler, J.D.
Tom Pokladowski, J.D.
Jeffrey S. Rubel, J.D., MPA
Georgia M. Seeley, ACP
Lisa M. Stone, ACP

ADVANCED CERTIFIED PARALEGAL BOARD

Kelly LaGrave, ACP, Chair
Edward Armstrong, Esquire
Janie Boswell, ACP
Catherine Durgin, ACP
Dr. Ron Goldfarb
Dawnne Linnenbrink, ACP (Past Chair)
Dorothe Schuch, ACP
Belinda Ann Thomas, ACP
Deana Waters, ACP

ETHICS COMMITTEE MEMBERS

Vicki Kasper, ACP, Chair
Amy Johnson
Melissa Klimpel, ACP

President Francisco, ACP, extended special thank yous to all of the Committees for their hard work and to furthering NALA's mission and goals.

President Francisco, ACP, also recognized Annette R. Brown, ACP and Peonca Grier, CP for their hard work and service as leaders of NALA's Affiliated Associations, and extended a thank you to Jaye Koch, ACP for her service as Nominations and Elections Chair.

NALA STAFF MEMBERS

President Francisco, ACP, recognized and expressed extreme gratitude to all NALA staff.

Dr. Greta P. Zeimetz, CAE, Chief Executive Officer of NALA
Melody Brewer - Certification Coordinator
Lea Clark - Accountant
Stephanie Johnson - Member Services Representative
JessicaLynn Nazarian – Marketing Specialist

Janine Ross – Membership Coordinator
Staci Shannon – Member Services Representative
Mariana Soto – Member Services Representative
Paula Van Straten – Executive Assistant and Project Manager
Mariah Williams – Education and AMS Coordinator
Vanessa Williamson – Member Services Representative
Deanna Young – Affiliate and Education Specialist

President Francisco, ACP, announced the Chair declared a quorum was present.

ADOPTION OF THE RULES OF THE ANNUAL MEETING OF THE MEMBERSHIP

President Francisco, ACP, reported that the Rules of the Annual Meeting were posted on the NALA Conference App and on the NALA website for members to review.

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 MINUTES OF THE 2018 ANNUAL MEETING OF THE MEMBERSHIP

President Francisco, ACP, reported that Past President Cassandra Oliver-Divens, ACP, appointed a committee consisting of Becky Snipes, ACP of Atlanta, Georgia, Kelly Crowe, ACP of Fultondale, Alabama, and Linda Carrette, ACP of Friendswood Texas, was appointed to approve the Minutes of the 2018 Annual Meeting of the Membership. A copy of these minutes was provided to the committee and to each member of the NALA Board of Directors.

IT WAS MOVED AND SECONDED that the minutes of the 2018 Annual Meeting of the Membership be approved as distributed. There was no discussion and the motion carried.

APPOINTMENT OF COMMITTEE TO APPROVE MINUTES OF THE 2019 ANNUAL MEETING OF THE MEMBERSHIP

President Francisco, ACP, appointed a committee consisting of Carl Morrison, RP, PP, AACP of Las Vegas, Nevada, Stephanie Givens of St. Louis, Missouri, and Janet Bentancourt, CP of Miami, Florida to approve the minutes of the 2019 Annual Meeting of the Membership.

2019 ELECTION RESULTS

President Francisco, ACP, announced the results of the 2019 elections and Bylaw amendments:

Board of Directors:

Vice President – Melissa J. Hamilton, ACP
Secretary – Debra L. Overstreet, ACP
Treasurer – Cheryl J. Nodarse, ACP
At-Large Director – Debby J. Sawyer, ACP
At-Large Director – Richard Hahn, ACP

Bylaw Amendments:

Article IV – Directors – Passed
Article VIII – Corporation’s Year – Passed
Article XI – Advanced Certified Paralegal Board – Passed

REPORT OF NALA’S CHIEF EXECUTIVE OFFICER

President Francisco, ACP, introduced NALA’s Chief Executive Officer, Dr. Greta P. Zeimetz, CAE. Chief Executive Officer Dr. Zeimetz, CAE, gave her report.

OTHER REPORTS

President Francisco, ACP, announced that NALA’s is posted in the Conference App and on the NALA website. President Francisco, ACP, reported the 2018 Annual Report includes information about NALA’s Financials, Membership, Education, Certification, Actions and Highlights of the Board of Directors, Standing Committee Reports, and other relevant information. President Francisco, ACP, announced two of the Board of Directors has been asked to highlight a few portions of the 2018 Annual Report.

President Francisco, ACP, introduced Vice President Melissa J. Hamilton, ACP. Vice President Hamilton, ACP, reported on NALA’s membership and its new Organization Membership program.

President Francisco, ACP, introduced Treasurer Cheryl J. Nodarse, ACP. Treasurer Nodarse, ACP, reported on essential information concerning NALA’s financials.

PRESIDENT’S REPORT AND MESSAGE

President Francisco, ACP, gave her President’s message.

APPRECIATION OF SERVICE GIFTS

President Francisco, ACP, reported that appreciation gifts and a note of sincere appreciation were mailed to NALA volunteers prior to the Annual Meeting of the Membership.

OTHER SPECIAL RECOGNITION

President Francisco, ACP, gave a special thanks to all the conference vendors and to sponsors DepoSpan and Wolters Kluwer. She encouraged attendees to visit the exhibition hall and thank the vendors for their support.

President Francisco, ACP, gave a huge thank you and appreciation to NALA Affiliate Arizona Paralegal Association for their support of NALA coming to their city and the Early Bird gathering. She also thanked NALA Affiliate Tucson Paralegal Association, for assisting in collection of the wonderful items for the swag bags.

AWARDS

NALA PRESIDENT'S AWARD

President Francisco, ACP, asked Secretary Debra L. Overstreet, ACP, Chair of the NALA President's Award, to the podium. Secretary Overstreet, ACP, presented the NALA President's Award to NALA Past President Karen Greer McGee, ACP.

NALA AFFILIATED ASSOCIATIONS OUTSTANDING ACHIEVEMENT AWARD

President Francisco, ACP, asked Affiliated Associations Director Annette R. Brown, ACP, to the podium. Affiliated Associations Director Annette R. Brown, ACP, presented the NALA Affiliated Associations Outstanding Achievement Award to Kandi Moncelsi, ACP.

CONFERENCE CHARITY

President Francisco, ACP, announced the recipient of the NALA Conference charity was Maggie's Place. Donations would be accepted at the registration desk and a representative from Maggie's Place would be attending the all-conference lunch on Friday.

UPCOMING MEETINGS AND RECEPTIONS

President Francisco, ACP, invited all attendees to the Opening Night Reception and Affiliates Showcase in Herberger 3 from 6:00 p.m. to 8:00 p.m., the Fourth meeting of the 2018-2019 Board of Directors in Lowell room on Friday morning at 7:30 a.m., the First meeting of the 2019-2020 Board of Directors in Lowell room on Saturday morning at 7:30 a.m., and the Installation of Officers Reception in Kierland 3 on Saturday night.

President Francisco, ACP, invited all attendees to attend the 45th Annual Conference in Atlantic City, New Jersey.

IT WAS MOVED AND SECONDED that the 44th Annual Membership Meeting be adjourned. There was no discussion and the motion carried.

There being no further business, the 44th NALA Annual Membership Meeting was adjourned at 1:45 p.m.

RESPECTFULLY SUBMITTED,

A handwritten signature in blue ink, appearing to read "Debra L. Overstreet, ACP". The signature is fluid and cursive, with a large initial "D" and "O".

Debra L. Overstreet, ACP
NALA Secretary