

AALS- The Association for Arkansas Legal Support Professionals
Member of NALS, the association for legal professionals

THE INFORMER



Volume XXXVI, No. 3 – March, 2010

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Pictured on the front cover is the Arkansas State Bird, the Northern Mockingbird.

A note from President Janice – March, 2010



First, and foremost, I want to thank you from the bottom of my heart, and on behalf of my family, for the cards, e-mail messages, flowers, contributions, letters and notes of sympathy on the loss of our Daddy. The outpouring of concern and compassion was over-whelming and proved to me and my family what I've always known – that NALS and the AALS organization is more than just a professional association – it's a family -- and a network of support and strength at happy times and also during difficult times. We truly are all blessed to be part of this Association and I am at the front of that long line of beneficiaries! My thanks to each one of you for your thoughts, prayers and concern - God bless you!



Congratulations to our new slate of officers, who will be installed on May 1st at the Annual Meeting in Jonesboro:

President – Judy Davis
Pres-Elect – Cheryl Summerhill, PLS
Secretary – Margaret Wilson, PLS
Treasurer – Stacie Givens, PLS
Parliamentarian – Janet Gordon, PLS, PP
Immediate Past President – Janice Miller, CPS, PLS, PP

As each member and each new roster of officers is beginning preparations and plans for the coming year, I want you to please remember:

Excellence is the result of: caring more than others think is wise; risking more than others think is safe; dreaming more than others think is practical; and expecting more than others think is possible!

I challenge you to care more, risk more, dream more and expect more as you set your own personal and professional goals, and those of your individual chapters. NALS and AALS have the talent, the support, the dreams, the opportunities, and the tools to enable us to set our goals high and accomplish whatever each member wants to achieve!



Reminders:

March 11-14

April 1

NALS Educational Conference in Tulsa, OK – have you registered??

End of “Bloom Where You Are Planted Competition” period –

Each local chapter needs to select a winner to represent your

Chapter at the Annual Meeting in Jonesboro!

Bid for hosting business meeting the following year is due!

Bid for hosting annual meeting in two years is due!

Chapter Presidents: Your report for President’s Award is due!

Publications Chairs: Submit 3 copies each of 3 publication issues to the

Publications Director (Rita Thatcher, ALS, CPS)

April 15

Completed Chapter Achievement Forms must be returned to the Chapter

Achievement Award Chair (Donna Holloway, PLS)

April 30-May 2

Annual Meeting, Jonesboro, AR

June 4-5

AALS Retreat, Lake Point Conference Center, Russellville, AR



We still have some vacancies available for the AALS Retreat – all you need to do is send a check for \$20.00 made payable to AALS, to Janet Gordon, PLS, PP at P.O. Box 1236, Bald Knob, AR 72010, and tell her you want to attend the AALS Retreat in order to reserve a spot for yourself!

Hopefully, we can all carpool to Russellville which will cut down on the transportation cost for everyone! And AALS is paying the rest of your expenses to attend the Retreat.

Where: Lake Point Conference Center, Russellville, AR

When: Friday, June 4th through Saturday, June 5th

Why: Learn more about AALS, NALS and the opportunities available to you through your association with this great organization – and learn more about your fellow members! Oh yes, and FUN and FRIVOLITY all mixed up with the learning!

Who: Every incoming and outgoing AALS officer is required to attend – and all members are invited and encouraged to attend if you can!



AALS CAN Project --- if you have any cans collected that you want me to pick up and take to the recycling facility for you – call me at 501-342-6244! The recycling facility in Little Rock is currently paying 50 cents a pound for aluminum cans.

White County LSP and GLRLSP are the only two chapters that have reported funds from the AALS CAN Project and I want your chapter to get in on this money-making deal so I promise I’ll help you get it done – any way that we CAN!! ☺



If you are a new member who is interested in exploring the possibilities of service with AALS, or a seasoned member that has just been in the background for a while but you are ready to be more active, and you are interested in serving in some capacity in the coming year, please let our President-Elect, Judy Davis, know so she can add your name to her roster of officers, chairs and committees! Join the AALS Team and I promise that you will enhance your personal and professional life immensely and reap all the benefits of this dynamic professional association. TEAM means together everyone achieves more!



Some of you have asked about the rules for the “Bloom Where You Are Planted” Gardens – this is the deal: It is your garden – the only rules are that the size should be 8-1/2 x 11, and that you need to use all (and only) the flowers that you earned during the competition. Beyond that – just go for it!! Can’t wait to see your gardens!



Hope to see several of you in Tulsa at the Educational Conference in March! I’m also looking forward to seeing everyone at the Annual Meeting – be sure you register as soon as you can! It will be fun to see everyone’s “Bloom Where You Are Planted” gardens... and to find out who our winner will be!

It’s going to be a great meeting and you’ll love the hotel that the NEALSP Hosting Committee has picked for us – it is absolutely beautiful! We want you all there to share in the CLE, the camaraderie, the awards, the plans for the coming year, and the excitement of learning where our new President, Judy Davis, is going to lead us in 2010-2011... mark your calendar now if you’ve not already done so, and get your registration in pronto!!

Love to you all – Janice



GARDEN TIDBITS FROM
PRESIDENT-ELECT/MEMBERSHIP CHAIR JUDY DAVIS
March, 2010

As I sat down to write my final report as your President-elect, I found myself at a loss for words to express to you how humbled I am that you had enough confidence in me to select me for such an important position in your Association. It has been a wonderful year for me. I have had the privilege of serving with a great Executive Committee, and all of you have been so great to work with. We have seen our Association grow in many ways, with lots of seeds planted for future growth.

White County, what can I say. You outdid yourselves with the Winter meeting. The accommodations, food, CLE, and socializing we had were outstanding. Thank you for a wonderful meeting.

In April we will be travelling to Jonesboro for our Annual meeting. Those girls really know how to “put on the ritz”. Let’s all plan on attending and share new experiences as we travel from country to country. Who knows what all they will have in store for us. You can bet it will be fun and exciting. I hope to see you there.

As you all know, I will have some “big” shoes to fill following President Miller’s tremendous year with AALS. I am so lucky that she will be guiding me through next year. “Thank you” just doesn’t seem enough to say to President Miller for all she has done for this Association. With her guidance and expertise we have seen many great things happen over the past year. Thank you again President Miller, for a wonderful year!!!

I am looking forward to next year with great anticipation, and also anxiety. This has been a great year and a wonderful experience for me. I am looking forward to another great year with all of you.

Report from Linda Adair, PLS **Immediate Past President**



Wow! What a year this has been! We have planted, nurtured, encouraged to grow, and witnessed some beautiful growth during this AALS season. I enjoyed getting to tag along on the visits to various local chapters with President Janice and President-elect Judy, and I look forward to a couple more visits before the season ends. What a privilege to sit on the EC with them and with Executive Secretary Ann, Treasurer Janet, and Parliamentarian Cheryl. As my tenure on the EC comes to a close, I would like to express my thanks to each of you and to the fellow EC members for another great year and lots of precious memories.

I look forward to next year as we travel along with newly-installed President Judy and President-elect Cheryl, Executive Secretary Margaret, Treasurer Stacie, and Immediate Past President Janice. Congratulations again upon your election. I also want to extend my best wishes for a great 2010 to all the newly-elected local chapter officers. I know this will be another great year for AALS.

Congratulations to Doris upon her election to the NALS Board as Certification Director. And, to all of you who have volunteered to serve on a NALS Committee during 2010, I am so proud of you. I hope you will enjoy your committee and sign up again next year. NALS is a better organization because of your willingness to be involved.

President Miller, thank you for a wonderful year of planting, sowing, and a bit of reaping blossoms from your efforts. This has been a wonderful year, and AALS has been blessed to have you as our President this past year.

Ms. Judy, I am looking forward to the “bon voyage party” aka Annual Meeting 2010 in Jonesboro to launch your year as AALS President. I know we will add many new memories as we travel along with you.

I also know that NEALSP members are busily working to make sure we have a fun and educational meeting in the “Borough of the Joneses.” I hope to see you all there!

Always leave room in your garden for angels to dance! – Anonymous



REPORT OF SCHOLARSHIP CHAIR

By Allison Streepey, BA, PLS

The competition is heating up for this year’s AALS *Mada L. Larmore Scholarship /Grant Program*. We have three excellent, impartial judges to review the applications: **Ms. Caran Curry, Attorney**, who works with the City of Little Rock; **Mr. Bryan Poe, Assistant Director** of the Election Commission for Pulaski County; and **Dr. Judy Garrett, Director** of the Teaching Scholars Program of the UAMS Educational Development Department. This year’s competition has five superb applicants and the decision-making for the one scholarship and one grant will be tough because all the applicants are such a good fit for the competition. Thank you to the judges for this year’s competition for helping the legal community cultivate the next generation of professionals.



CERTIFICATION CHAIR REPORT

By Martha Cox, PP, PLS

The following members applied to take certification exams on Saturday, March 6, 2010, in Little Rock:

ALS: Danny Looney and Tonya Lee
PLS: Alicia (Dianne) Meriweather, ALS, and Nichole Anderson, ALS

I know you are anxiously awaiting your results, so be sure to share your good news! Congratulations and best of luck to all of you as you endeavor to attain certification through NALS!

The Recognition Luncheon will be held at noon on May 1 during the AALS Educational Conference and Business Meeting in Jonesboro. At that time, we will be presenting plaques to Candy Johnson, ALS (White County LSP); Mary Ann Pope, PLS (Greater Little Rock LSP); Stacye Dullard, PLS (NW Arkansas LSP); and Janet Gordon, PP, PLS (White County LSP), as well as to those who pass the ALS and PLS exams in March.

As President Janice has inspired us this year, certification enables us to grow and "Bloom where we are planted"! So, take the challenge and starting blooming!



CHAPTER ACHIEVEMENT CHAIR REPORT

By Donna Holloway, PLS

On January 22, 2010, I reminded all State Directors of the April 15, 2010, due date for their Chapter Achievement applications.



REPORT OF NOMINATIONS & ELECTIONS CHAIR

By Wyvetta Smith, PLS

On or about October 12, 2009 a call for nominations was duly sent by e-mail to each AALS member and member-at-large. E-mail notifications of nomination were sent to each nominee and ballots were prepared and sent to each member via e-mail. Ballots were also prepared for the members wishing to vote at the Winter Board Meeting. Results of the voting are as follows:

President-Elect:	Cheryl Summerhill, PLS
Secretary:	Margarett Wilson, PLS
Treasurer:	Stacie Givens, PLS

AALS Officers for the 2010-2011 year are as follows:

President:	Judy Davis
President-Elect:	Cheryl Summerhill, PLS
Secretary:	Margarett Wilson, PLS
Treasurer:	Stacie Givens, PLS
Immediate Past Pres.:	Janice Miller, CPS, PLS, PP

Congratulations to all of our officers.

REPORT OF AALS HISTORIAN

By Co-Historian Dot Griffin, PLS

We have been compiling pictures and information for inclusion in President Janice's History Book. All Chapter State Directors should either send their chapter's pages to Dot or bring them to us at the Annual Meeting. All members at large and AALS Associate Members should mail their pages to Dot.

Dot's address is 5513 West Malcomb, Pine Bluff, AR 71602. Her email at home is griffindj91143@yahoo.com and at the office is dot@chadicklaw.com. Her phone number at home is 870-247-2307 and at the office is 870-536-5110.

We hope everyone will contribute to the history book.



REPORT OF PUBLICATION DIRECTOR

By Rita Thatcher, CPS, ALS

Calling all chapter publication chairs – it's time to select the three best issues of your chapter newsletter from the past year. Send three copies of each issue to me at the following address: Rita Thatcher, Legal Department, Arkansas Blue Cross and Blue Shield, P. O. Box 2181, Little Rock, AR 72203-2181. These issues will be judged by this year's publication competition judges: Damona Fisher, Manager of Advertising, Public Relations



and Marketing Communications for Arkansas Blue Cross and Blue Shield; Mauri Douglass, teacher for the North Little Rock Public School System; and Jim Badami, retired attorney.

Your entry must be postmarked no later than April 1, 2010. The winning chapter will be announced at the Awards Banquet at Annual Meeting in Jonesboro on May 1.

Report of Garland County LSP

By State Director Marie Schoenfeldt, PLS, CLA

Since my last report we have had our Bosses' Luncheon with Carolyn Vining's winning entry describing her boss, Bruce MacPhee, Attorney. Kaci Baker was selected as Outstanding New Member and Kim Holcomb received the Award of Excellence.

Our CLE consisted of a round table discussion with the Trial Court Assistants; Circuit Clerk, Vicki Rima who clued us in on the new Court Management System; and Darrell Blout, Attorney

We purchased gifts for two teen angels (from DHS) and one senior angel from the Salvation Army. Our thanks go to Wendy Allen who coordinated the project and purchased the gifts.

We are getting our “basket from Scotland” ready for the Annual Meeting, and several of us plan to be there.

We held elections for the 2010-2011 year, with Kim Holcomb as President, Wendy Allen as Vice President, Sue Morrissey as Secretary, Marsha Oliver-King as Treasurer and Marie Schoenfeldt, PLS, CLA as State Director.

We are planning a membership drive and hope to increase our membership by at least five.



Report of Greater Little Rock LSP

By State Director Stacie Givens, PLS

This will be my last report as State Director for GLRLSP, and I would like to express to our chapter my thanks in allowing me to serve in that capacity. I have very much enjoyed my year of becoming more involved in this wonderful association, and look forward to it continuing in the years to come.

GLRLSP will be electing the new Executive Committee for 2010-2011 on March 16th. We have some wonderful members and I know our upcoming EC will do a great job of growing our organization and encouraging full potential from each of our members.

GLRLSP will begin a fundraiser selling Park Lane Jewelry on March 16th. Any of you out there that love your jewelry, get in touch with one the us GLRLSP folks and we will be more than happy to get you a brochure so you can buy, buy, buy!! Park Lane has some fabulous pieces and fabulous prices. I have several pieces...so I can testify to that!

Let me express my thanks to White County LSP who did a wonderful job in hosting the Winter Board Meeting in January...great food, great hospitality, and of course great CLE!!

Congratulations to the AALS 2010 Executive Committee that was elected at that meeting: Judy Davis (GLRLSP), President; Cheryl Summerhill (WCLSP), President-Elect; Margaret Wilson (GLRLSP), Secretary; and Stacie Givens (myself) (GLRLSP), Treasurer. I hope each of you can make plans to attend the Annual Meeting in Jonesboro on April 30th, May 1st and May 2nd for the installation of the new AALS EC.



Report Of Jefferson County LSP

By State Director Dot Griffin, PLS



There has not been much happening in Jefferson County since the Winter Board Meeting. Dot and her husband, James, have had health problems and most of Dot's time has been spent taking care of the family.

We are looking forward to Annual Meeting and perhaps rejuvenation of Jefferson County LSP after the meeting. We would still like to host a Nuts & Bolts seminar.

Report Of NEALSP

By State Director Belinda Penn, PLS

NEALSP members ventured to Searcy for the Winter Board Meeting. What is the saying "through rain, sleet, or snow" NEALSP is on the go!!!

Although this State Director has been out of the loop the last two months, NEALSP members have been busy planning several activities:

- A membership drive is scheduled for the next couple of weeks and Kim Cooksey, PLS and her son, are preparing all of the goodies. We hope all of the good food and the GREAT benefits of NALS & AALS will entice new members.
- Talk is bubbling about the election and installation of new officers, our annual Bosses' Night, Outstanding New Member, Award of Excellence, and Boss of the Year.
- A gift box to be sent to Andrea Hicks' son, Drake, who is stationed in Japan.
- ANNUAL MEETING, ANNUAL MEETING, ANNUAL MEETING ---- FUN, FUN, FUN – Hope you get to join us.

Report of Saline County LSP

By State Director Sue Holder, PLS



Ladies and gentleman, this year has flown by in a hurry. Since last report, Saline County LSP sponsored a family at Thanksgiving and at Christmas. The family consisted of a single mom and two children who very much needed and appreciated what we did for them.

Martha and I attended the Winter Board Meeting in Searcy. We enjoyed the legal education, the meal, and visiting with the other AALS members while there.

Saline County LSP has continued to conduct monthly meetings. At the last meeting, Sue Holder was selected as winner of the Award of Excellence for Saline County 2009-2010, and received a certificate and flowers. Thank you from the bottom of my heart.

During the month of December, we hosted a Christmas Bake Sale that put \$\$ in our treasury. We sold over \$250 worth of baked goods.

Nichole Anderson, ALS, has purchased a home at 15 Bernard Street, Conway, AR 72032. She and Jason will be married on Saturday, June 5th, 8:00 p.m., at Jason's parents in Heber Springs.

Thus far, Saline County LSP has contributed \$8.25 in can money to AALS. More is forthcoming.

It's time to elect officers on the local level. Although our chapter is small, we have outstanding cooperation from our members and I am so proud of you all.

I hope all of us are working in our "gardens" in connection with President Janice's theme, "Bloom Where You Are Planted." I look forward to the competition in Jonesboro.

Saline County LSP will be conducting a Brown Bag Seminar on each of the four Thursdays in April and will charge \$5.00 per session.

I look forward to seeing you all in Jonesboro April 30-May 2, for AALS annual meeting.

Report of White County LSP

By State Director Linda Sullivan, PLS



While I was not able to attend, I can report a very successful and profitable AALS Winter Business Meeting hosted by our local chapter here in Searcy on January 8 & 9, 2010. Thank you, Danny for chairing this event, and for all of our members who planned this meeting, contributed your time and efforts, and made sure everything went smoothly, a great big thank you!

The call for nominations for officers of our local chapter has been sent out and nominations made, with the election to be held at our monthly business meeting on March 9, 2010. I would like to thank each one of you who have accepted nominations and are willing and enthusiastic about serving our local association. We have so many skilled and talented members and I am excited about the upcoming year. I know it will be one of the best ever for WCLSP!

NEWS FROM REGION 6



NALS...the association for legal professionals

8159 East 41 Street, Tulsa, OK 74145
Phone: (918) 582.5188 Fax: (918) 582-5907 email: info@nals.org
www.nals.org

Tina D. Hurley, PP, PLS
2009-10 Region 6 Director
Haynes and Boone LLP
2323 Victory Avenue, Suite 700
Dallas, TX 75219
Direct: 214-651-5299
Cell: 214-912-08058
region6@nals.org

February 2, 2010

Janice Miller, PP
200 Sandhill Rd.
Lonoke, AR 72086

RE: 2009 Region 6 Conference —remainder of profits for AALS

Dear Janice:

I am pleased to enclosed a check in the amount of \$185.00, which represents the additional profits for AALS from the sponsorship received from CT Corporation for the 2009 Region 6 Conference. Thank you for your patience. Again, please thank all the Arkansas members who helped make last year's conference a great success.

If you have any questions, please do not hesitate to contact me.

Yours,

Tina D. Hurley, PP, PLS
2009-10 Region 6 Director

/tdh
Enclosure

NOTE: The 2010 Region 6 Conference will be held July 15-18, 2010 at the Hilton Garden Inn in Jackson/Pearl, Mississippi and hosted by Mississippi LPA.



NEWS FROM NALS

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!

We hope you enjoy this new format for publications from NALS. If you have suggestions for member profiles or stories on states and chapters, please let us know. You can email us at theNALSdocket@nals.org with any information you might have to help us make this publication exactly what you want.

Enjoy!

Tammy Hailey
NALS Executive Director

[Don't forget the NALS on-line Learning Center](#)

AALS-the Association for Arkansas Legal Support Professionals

**AALS 2010 ANNUAL MEETING
"PASSPORT TO THE FUTURE"**

April 30 - May 2, 2010

Hilton Garden Inn

Jonesboro, AR



**Come travel with NEALSP as we tour the wonderful land of AALS
From the 1st Legal Ed to the Spring Business Meeting this tour will be action packed!!**



When you travel with NEALSP we'll make it a trip of a lifetime!!!

Legal Education

Silent Auction Door Prizes Exhibitors

Friday Night: Legal Education (Social Networking, learn more about Facebook, Twitter, etc.) Casual Dress

Saturday: Legal Education Seminars (Judge D. Price Marshall, Attorney Brandy Brown and others) Business Dress

Saturday Night: Banquet – Semi-Formal/Formal

For more information or a registration form contact Wyvetta Smith, Burton Law Firm 870-932-1061 or Sharon Davis, Michael Gott Law Office 870-972-5878

NEALSP - Northeast Arkansas Legal Support Professionals

**AALS – THE ASSOCIATION FOR ARKANSAS LEGAL SUPPORT PROFESSIONALS
NOTICE AND CALL TO AALS ANNUAL EDUCATIONAL CONFERENCE AND
BUSINESS MEETING AND THE SPRING BUSINESS MEETING**

TO: All Members
FROM: Ann Simmons, AALS Executive Secretary
DATE: March 1, 2010

Pursuant to Article IX, Section 2(b), of the Bylaws of AALS, the 2010 Annual Educational Conference and Business Meeting and the 2010 Spring Business Meeting will be held at the Hilton Garden Inn, 2840 S. Caraway Road, Jonesboro, Arkansas, Friday afternoon, Saturday and Sunday morning, April 30, 2010, May 1, 2010 and May 2, 2010, respectively.

All members of this Association are invited to attend this meeting and take advantage of the privileges of participation. During the Annual Business Meeting, all members of this Association have the right and privilege to enter into discussion of any issue, to make and second motions, and to vote on issues before the meeting.

During the Spring Business Meeting, all members of this association have the right and privilege to enter into discussion of any issue and to make and second motions. However, only the duly elected and appointed officers and duly elected directors or alternate directors from each chapter may vote on any issue.

Schedule of Events

Friday, April 30, 2010

4:00 – 7:00 p.m. Registration
7:00 – 8:00 p.m. Social Networking

Saturday, May 1, 2010

7:30 – 8:30 a.m. Breakfast on your own
Registration
8:30 – 8:45 a.m. Welcome and Opening Ceremony (Mayor Harold Perrin)
8:45 – 9:45 a.m. Agricultural Law
Brandy Brown, Attorney at Law
9:45 – 10:00 a.m. Break
10:00 – 11:00 a.m. How the Arkansas Court of Appeals Operates
Judge D. Price Marshall
11:00 – 12:00 p.m. Legal Education Speaker TBA
12:00 – 12:30 p.m. Exhibit Hall
12:30 – 1:30 p.m. Recognition Luncheon
1:30 p.m. Business Meeting
6:30 – 7:00 p.m. President's Reception
7:00 p.m. Awards Banquet, Installation Ceremony,
and President's Address

Sunday, May 2, 2010

9:00 – 9:30 a.m. Breakfast on your own
9:30 a.m. Ethics - Kimberly Cooksey, RN, PLS
Spring Business Meeting

AALS 2010 Annual Educational Conference and Business Meeting and Spring Business Meeting

April 30 – May 2, 2010
Jonesboro, AR

REGISTRATION

Name _____ Member # _____
 Address _____ Chapter _____
 Employer _____ Day Telephone _____
 Email address _____ First Time attendee? Yes () No ()

	Member	Non-Member/Guest
Full Registration	_____ \$100.00	_____ \$110.00
Social Networking	_____ 10.00	_____ 10.00
Agricultural Law	_____ 10.00	_____ 10.00
How the Arkansas Court of Appeals Operates	_____ 10.00	_____ 10.00
Legal Education - TBA	_____ 10.00	_____ 10.00
Recognition Luncheon	_____ 25.00	_____ 25.00
Annual Business Meeting	_____ 10.00	_____ 10.00
Awards Banquet	_____ 35.00	_____ 40.00
Ethics	_____ 5.00	_____ 10.00
Spring Business Meeting	_____ 5.00	_____ 5.00

TOTAL ENCLOSED \$ _____ \$ _____

ROOM RESERVATIONS: Hilton Garden Inn, Jonesboro, AR 870-931-7727; 2840 S. Caraway Rd., rate: \$99.00 per night (single, double, triple occupants). When reserving a room, tell them you are with AALS – the association for Arkansas legal support professionals.

A \$10.00 late fee will apply to registrations received after April 23, 2010. Make checks payable to AALS Annual Meeting and mail to Mimi Mangrum, 306 Tech Street, Paragould, Arkansas 72450.

Certification of Election of Alternate State Director

THIS IS TO CERTIFY THAT:

_____ is a member of _____ and has been duly elected as alternate State Director of said local chapter to serve only in the absence of the elected State Director during the Spring business meeting of AALS - the Association for Arkansas Legal Support Professionals to be held Sunday, May 2, 2010.

Local Chapter Recording Secretary

Date

INSTRUCTIONS:

Mail original certification to AALS Executive Secretary at the address below, or notify the AALS Executive Secretary by telephone, fax or e-mail, at least five days prior to the meeting at which an alternate State Director may vote:

Ann Simmons
AALS Executive Secretary
200 West Capitol Avenue, Suite 1600
Little Rock, AR 72201
Ph (501) 375-2301; fax 501-375-6861
asimmons@shultslaw.com

If the certification has not been mailed at least five days prior to the meeting and the notification method was used, the original must be presented to the AALS Executive Secretary on the date of the meeting prior to the commencement of any business.

Failure to elect and certify an alternate State Director at least five days prior to the meeting at which an alternate State Director may be voting results in the loss of the chapter's vote at said meeting if the duly elected and certified State Director is not present.

AALS – The Association for Arkansas Legal Support Professionals
Minutes of the 41st Annual Business Meeting
Springdale, Arkansas
April 25, 2009

CALL TO ORDER:

The 2009 Annual Business Meeting of AALS – the Association for Arkansas Legal Support Professionals was convened at 1:40 p.m. on April 25, 2009, at the Holiday Inn, Springdale, Arkansas, by President Linda Adair, PLS. Deana McNeil, PP, PLS, Member-at-Large, led the Pledge of Allegiance and Mae Humphries, PLS, CLA, Member-at-Large, read the NALS Code of Ethics.

President Adair expressed appreciation to the 2009 Annual Meeting Host Committee for hosting the Annual Business Meeting. President Adair introduced the Past Presidents, all of whom were presented with corsages for the meeting. President Adair introduced the current EC and State Directors. Doris Compton, PP, PLS, was recognized as being elected as the NALS Education Director, from the Greater Little Rock chapter.

CREDENTIALS REPORT:

Every member has a vote and a voice during this Annual meeting. According to registration, the total number of voting members present is 30. Majority is 16 and 2/3 is 20. The Executive Secretary declared a quorum present. President Adair recognized members attending their first Annual meeting. Membership chair, Janice Miller, PP, PLS, CPS, presented AALS pins to Danny Looney, White County LSP, Stacye Dullard, ALS, Member-at-Large, Deana McNeil, PP, PLS, Member-at-Large, and Stephanie Sweet, Jefferson County LSP.

There were three (3) members-at-large present-- Mae Humphries, PLS, CLA, Stacye Dullard, ALS, and Deana McNeil, PP, PLS. There was one guest present, Tina Hurley, PP, PLS, Member of Texas ALP and NALS Region 6 Director.

CONSENT AGENDA:

Motion carried to utilize the consent agenda during this meeting. Parliamentarian Sharon Davis, PLS, explained the rules of the meeting. Shari Straub was appointed as official timekeeper, and Regina Bradford and Rita Thatcher, ALS, CPS, were appointed as tellers.

ACTION ITEMS:

The Treasurer's report was distributed by AALS Treasurer, Janet Gordon, PLS. **Motion carried** to accept the Treasurer's report subject to financial review. It was noted that Garland County contributed half of their portion of the proceeds from the Winter conference to AALS, thus the 75/25 division of the proceeds. President Adair recognized Garland County and thanked them for the contribution. Also, proceeds from the Nuts n Bolts presentations in Garland and White

Counties were noted in the report. AALS received \$350.00 (50/50) of the Nuts n Bolts proceeds from Garland County and \$300.00 (50/50) of the proceeds from Nuts n Bolts from White County.

RECOMMENDATIONS OF THE EXECUTIVE COMMITTEE:

There were no recommendations for the meeting.

Report of EC actions since last business meeting:

1. Upon EC recommendation, the Board of Directors approved inviting Region 6 Director Tina Hurley, PP, PLS, to attend our Annual meeting, waiving the registration fee and granting a \$200 travel stipend.
2. Upon EC recommendation, the Board of Directors approved the purchase of Gregg's Reference Manuals as needed for the Nuts n Bolts presentations in various locations.
3. On April 24, the EC approved the theme for the 2009 Leadership Retreat as "A Garden – Bloom Where You Are Planted." This will go along with the new President's theme for 2009.
4. On April 24, the EC approved the members of the Annual Meeting Financial Review Committee as Dot Griffin, PLS and Tina Ray.
5. Door prizes for the Arkansas Bar Association Annual Meeting for the AALS booth will be five \$20 gift cards consisting of a couple of gas cards, a Star Bucks card, and two Wal-Mart cards. It was decided that AALS would present five cards because every time a winner is drawn our name is heard by everyone at the Bar meeting.

SELECTION OF 2011 ANNUAL MEETING HOSTS

President Adair reported that there were no timely bids received for the 2011 AALS Annual Business Meeting and Educational Conference. The floor was opened for bids. White County LSP and Greater Little Rock LSP presented bids for the 2011 AALS Annual Meeting. **Motion carried** to accept White County LSP's bid to host the 2011 AALS Annual Business Meeting and Educational Conference.

RATIFICATION OF ACTIONS BY AALS DURING 2008-2009

After discussion, a **motion carried** to approve, adopt, ratify, and affirm the actions taken by the President, Executive Committee, Board of Directors, and members for the 2008-2009 fiscal year and consent to all business transacted, including the awards presented during the 2008-2009 banquet.

DISCUSSION ITEMS:

1. Tina Hurley, PP, PLS, NALS Regions 6 Director, gave her report on NALS upcoming events, Region 6 meetings, and an update on the NALS website.
2. Stephanie Sweet, AALS Scholarship Chair, announced that Denise Wolf from the Jonesboro area was the winner of the AALS scholarship award of \$500.00.

3. Mimi Mangrum gave a report on the Retreat. She announced the place, and topics of the Retreat to be held in June at Ferncliff.
4. Allison Streepey, PLS, reported on the AALS booth for the Arkansas Bar Association Annual Meeting to be held in June.

President Adair then opened the floor for a supplemental report from any Officer, Functional Director or Committee Chair. Doris Compton, PP, PLS, and NALS Educational Director, reported on all the on-line educational sessions available to the membership. Doris announced that the NALS Educational Committee is taking a look at the materials for the Advanced Legal Training Course and will be updating the course materials.

ANNOUNCEMENTS/RECOGNITIONS:

President Adair again thanked the 2008-2009 Annual Meeting Host Committee of Greater Little Rock for hosting the meeting. She thanked each member for their participation as we puzzled our way through the year.

President Adair also expressed her appreciation to the EC for their support during the year, including keeping her straight! President Adair presented certificates of appreciation to Committee Chairs, and those who willingly answered the call to go above and beyond during 2008-2009.

The Silent Auction totaled approximately \$582.00 to go toward the scholarship fund.

There being no further business to come before the Association, the AALS Annual Business Meeting was recessed at 3:00 p.m. until the Awards and Installation Ceremony.

The AALS Annual Meeting reconvened at 7 p.m. with the Annual Awards and Installation Banquet. President Adair welcomed the members and guests and introduced the persons seated at the head table.

PRESENTATIONS OF AWARDS:

1. Scholarship Award was presented by Stephanie Sweet to Denise Wolf of Paragould, Arkansas
2. Publication Award was presented to Garland County by Rita Thatcher, ALS, CPS.
3. Chapter Achievement Awards were presented to Saline County LSP in Category A and Garland County LSP in Category B by Velzine Wilson.
4. History Book Award was presented to Northeast Arkansas LSP by Cheryl Summerhill, PLS.
5. Membership Award was presented to Garland County LSP by Janice Miller, PP, PLS, CPS.
6. President's Award was presented to Jefferson County LSP by Linda Adair, PLS.
7. AALS Award of Excellence was presented to Belinda Penn, PLS, by Ann Simmons.

Ms. Cathy Underwood presided at the **Installation Ceremony** incorporating the AALS 2009-2010 year theme of "Bloom Where You Are Planted" and administered the oath of office to the following officers:

President Janice Miller, PP, PLS, CPS
President-elect Judy Davis
Executive Secretary Ann Simmons

Treasurer Janet Gordon, PLS
Immediate Past President Linda Adair, PLS
Parliamentarian Cheryl Summerhill, PLS

Cheryl Summerhill, PLS presented the State History Book to President Linda Adair, PLS. President Adair was escorted to the Past Presidents' Table by all the Past Presidents in attendance, after which a toast was made to her year of service.

President Janice Miller, PP, PLS, CPS, presented her acceptance speech and encouraged all AALS members to "Bloom, Wherever You Are Planted," after which the 41st AALS Annual Meeting was adjourned.

Respectfully submitted,

Judy Davis
Executive Secretary



AALS – the Association for Arkansas Legal Support Professionals
Minutes for Winter Business Meeting of Board of Directors
Searcy, Arkansas
January 9, 2010

Call to Order:

The 2010 Winter Business Meeting of AALS – the Association for Arkansas Legal Support Professionals was convened at 1:00 p.m. on Saturday, January 9, 2010, at the Holiday Inn, Searcy, Arkansas, with President Janice Miller, PP, PLS, CPS presiding. Rita Thatcher, CPS, ALS, of Greater Little Rock LSP led the Pledge of Allegiance. Danny Looney of White County LSP read the NALS Code of Ethics & Professional Responsibility.

President Miller expressed appreciation to White County Legal Support Professionals for hosting the 2010 Winter Business Meeting & Educational Conference.

Members present included:

Officers

President Janice Miller, PP, PLS, CPS
President-Elect Judy Davis
Executive Secretary Ann Simmons
Treasurer Janet Gordon, PP, PLS
Parliamentarian Cheryl Summerhill, PLS
Immediate Past-President Linda Adair, PLS

State Directors

Velzene Wilson, PLS, Garland Co. LSP
Stacie Givens, PLS, GLRLSP
Belinda Penn, PLS, Northeast Arkansas LSP
Martha Cox, PP, PLS, Saline County LSP
Dot Griffin, PLS, Jefferson County LSP
Danny Looney, White County LSP

Publications Rita Thatcher, CPS, ALS
Historian Sue Holder, PLS

According to the registrations, 6 chapters were represented at the meeting. The total number of voting board members present was 15. Majority was 8 and 2/3 was 10. The Chair declared a quorum present and proceeded with the meeting.

There were two first-time members attending this meeting they are:

Phyllis Bridgeman of White County LSA; and
Carla Mooney of White County LSA.

The chair appointed Dot Griffin, PLS, as the official timekeeper; and Velzene Wilson, Marie Schoenfeldt, PLS, CLA and Margaret Wilson, PLS as tellers for the meeting.

President Miller announced that AALS received a \$500 grant from NALS Foundation to be applied to the Leadership Retreat, and that, together with the proceeds from both Nuts & Bolts seminars, those funds total \$2,290.00.

Action Items:

Treasurer Janet Gordon, PP, PLS distributed copies of the Treasurer’s Report for review and discussion. There were no questions or errors noted and a copy of the Treasurer’s Report is attached. Report was approved subject to financial review.

Martha Cox, PP, PLS of Saline County LSP moved that the Consent Agenda be approved for this meeting, second by Dot Griffin, PLS of Jefferson County LSP, motion carried.

Recommendations of the Executive Committee:

Recommendation No. 1: The EC recommends that the Directors approve the proposed budget for the 2010-2011 fiscal year as presented by our Treasurer Janet Gordon, PP, PLS.

Motion carried.

Recommendation No. 2: The EC recommends that the Directors approve an AALS informational booth at the Arkansas Bar Association's Annual Meeting on June 9-12, 2010, at the Arlington Hotel in Hot Springs, Arkansas, for a cost of \$200 and to give two volumes of The Gregg Reference Manuals that we have on hand as door prizes.

Motion carried.

Recommendation No. 3: The EC recommends approval of AALS applying the profit from the Nuts & Bolts presentations and the NALS Foundation grant to the cost of the 2010 Leadership Retreat for up to 50 members. This event will be held at Lake Point Conference Center, Russellville, Arkansas on June 4-5, 2010. Each member who attends will only pay \$20 to attend the conference.

Motion carried.

Election of Officers:

The report of the Nominations and Elections Chair, Wyvetta Smith, PLS, was published in *The Informer*. Martha Cox, PP, PLS of Saline County LSP, moved that the report submitted by the chair be accepted as presented, second by Danny Looney of White County LSA, the motion carried.

Electronic votes were cast and sent to the Elections Chair. The office of President will be accepted by acclamation. Elections for Executive Secretary and Treasurer were by paper ballots. After the votes were cast the following officers were elected:

- President - Judy Davis
- President-elect- Cheryl Summerhill, PLS
- Executive Secretary - Margaret Wilson, PLS
- Treasurer - Stacey Givens, PLS
- Past President - Janice Miller, PP, PLS, CPS

Martha Cox, PP, PLS of Saline County LSP, moved to destroy the election ballots, second by Danny Looney of White County LSA, the motion carried.

Informational Items:

Since the Fall Business meeting the following items were approved by the Executive Committee:

1. Approved CLE topics and speakers for this meeting.
2. Approved the dates, registration costs, and site for annual Leadership Retreat as follows:
Location: Lake Point Conference Center, Russellville, AR
Dates: June 4-5, 2010
3. Approved distribution of budgeted funds for the NALS President's gift of \$25.
4. Approved distribution for budgeted registration fees for the EC members to attend the AALS annual meeting.
5. We discussed at our Fall business meeting the NALS recommendation of obtaining some kind of fiduciary bond or other director/officer liability coverage for AALS officers. We have been unsuccessful in our search for this coverage at a reasonable cost and the EC decided to abandon the effort at this time.
6. The EC approved judges for scholarship/grant awards, history book, publications and Award of Excellence competitions as follows:

Grant/Scholarship:

Caran Curry – Attorney
Bryan Poe – Assistant Dir of Elections, Pulaski Co.
Judith Barrett, PhD – Professor, UAMS Education Dept.

Award of Excellence – written portion:

King Genson – Attorney
H.T. Moore – Attorney
Mary Broadaway – Attorney

Award of Excellence – interview portion:

Judge Barbara Halsey
Lance Owens – Attorney
Ashley Boles – Intake Officer, Craighead Co. Juv. Div.

Publications:

Damona Fisher – Manager of Adv. For AR BCBS
Mauri Douglass – NLR Public School Teacher
Jim Badami – Attorney

History Book:

Same as for Award of Excellence interview portion, if accepted.

7. Approved a full page ad for the Region 6 Program Book for the meeting in July, 2010 at a cost of \$75.

8. Approved the budgeted funds for the AALS Past President's pin to be an amount not to exceed \$425 (upon presentation of the invoice). Due to the high cost of gold this year, the pin may cost more than the amount budgeted but any extra cost will be paid by the Past President's family.

9. Approved the nomination of Rita Thatcher, CPS, ALS and Charlotte Edwards, CLA, PLS, both from GLRSLP for the Financial Review of the 2009 AALS Treasurer's records.

10. AALS voted to award one full registration to the next following business meeting, the recipient to be determined by random drawing from all the attendees. The award may be transferred to another member of the recipient's local chapter. The winner was Dot Griffin, PLS of Jefferson County LSP.

11. Members who need to update their achievements page for the "*Bloom Where You are Planted Award*" should contact Judy Davis. Contest ends April 1 for AALS members. Each local chapter is encouraged to hold a contest and choose one winner to compete at the AALS annual meeting in April.

12. Judy Davis, President-elect, announced that the "*Master Gardener Competition*" has ended and the winners will be announced at the AALS annual meeting in April.

White County Host Committee announced that there were 28 full registrations to this meeting; proceeds after expenses for this meeting are \$1,330. These proceeds will be divided equally between AALS and White County LSP.

Proceeds from the two silent auctions were \$362. AALS will receive \$224 and White County LSP will receive \$138.

There being no further business, the 2010 Winter Board Meeting adjourned at 2:05 p.m.

Respectfully submitted,
Ann Simmons
Executive Secretary

Attachments

- (1) "*Bloom Where You are Planted*" Competition Information

"Bloom Where You Are Planted!" Competition 2009-2010

Further Competition Information

Deadline for capturing activities and getting your "flowers" for each activity – April 1, 2010

Contact Judy Davis (JDavis@mwlaw.com) or Janice Miller (jmille@acxiom.com) if you need additional flowers.

CHAPTER Winners!!

Each chapter will be asked to submit their winning "garden" at the Annual Meeting and how each local chapter conducts its own chapter competition to determine the winner will be up to the local chapter.

Note: It needs to be done between April 1 (the deadline) and April 30th (first day of Annual Meeting).

AALS Winners!!

We're all winners with this competition... but for purposes of determining our AALS winners:

At the Annual Meeting, we will have all seven Chapter Winners displayed and beside each will be a jar where members can vote (with your pennies) for the best of the best!

PRIZES!!

We will have seven competitors – three winners: 1st place, 2nd place, and 3rd place, and four consolation prizes awarded.

- **First Place!** **\$100 to the winning local chapter's treasury, and a \$50 Visa Gift Card for the winning member**
- **Second Place!** **\$25 Gift Card from Target for the winning member**
- **Third Place!** **\$20 Gift Card from Target for the winning member**
- **Four Consolation Prizes!** **Special "Blooming" Gifts**

Double Puzzle

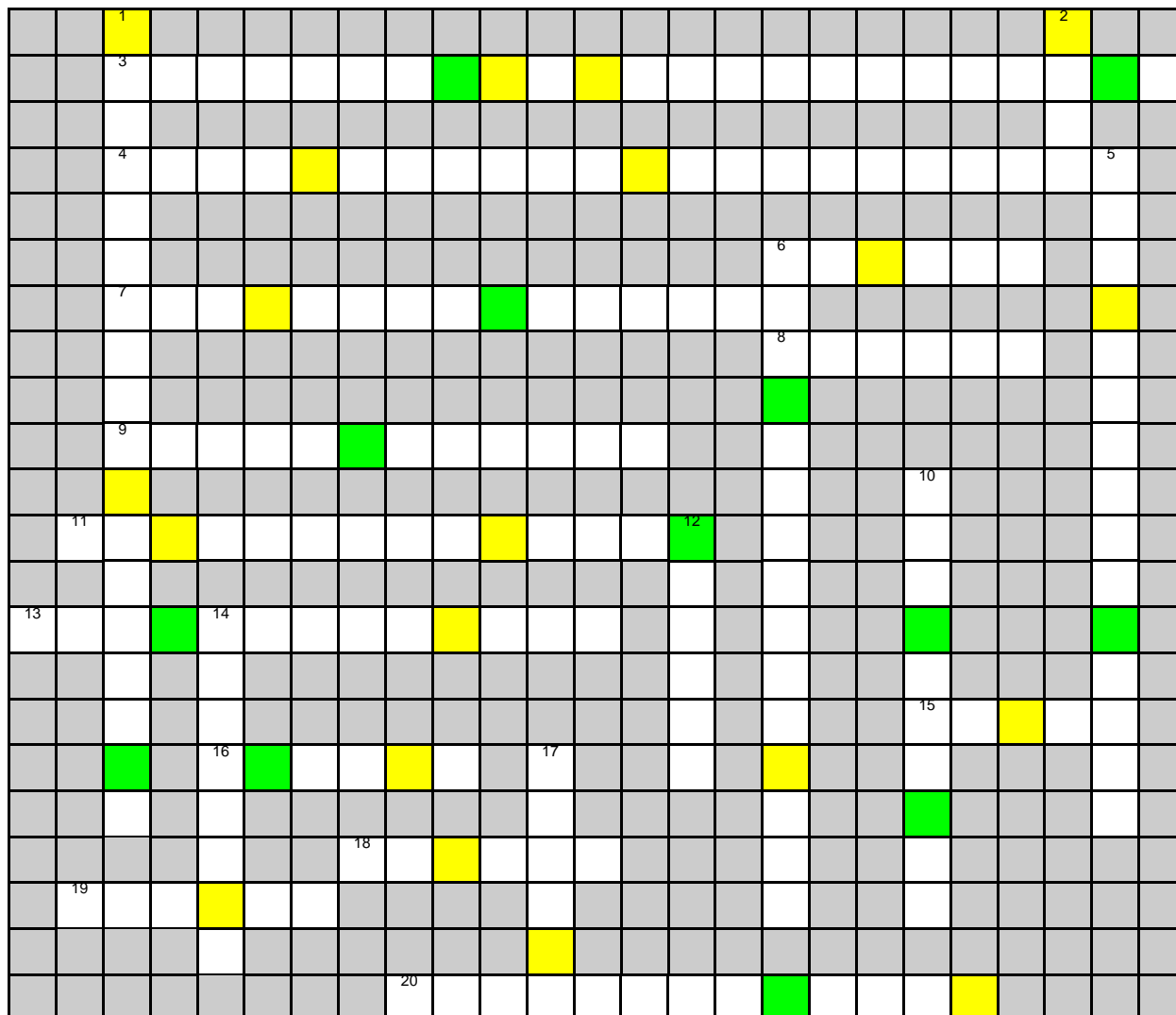
By Allison Streepey, BA, PLS

Part I

This puzzle has two sets of clues.

Use the definitions on the following pages to fill in the blanks on the grid below.

Definitions are from the *NALS Basic Manual for the Lawyer's Assistant*.



Part 2

Then use the yellow highlighted letters in the puzzle to describe the following:

The guidelines that define the relationship of the lawyer to the legal system:

M o _ _ _ R _ _ _ s o _ P _ o _ _ _ _ i o _ _ _ Co _ _ _ _ t

Across

3. _____ – Formal document issued by probate court appointing the administrator of an estate.
4. _____ - An agreement whereby the debtor agrees to continue payments to the creditor as before bankruptcy.
6. _____ – Actual ground measurement of a parcel of property giving the location of the property as well as its boundary lines.
7. _____ – A trust created during a decedent's lifetime that becomes operative during his lifetime.
8. _____ – Act of disqualifying a judge, or judge disqualifying himself, from case because of bias or personal interest.
9. _____ – Checking the subsequent history of a reported court decision to make sure it has not been overturned by a higher court.
11. _____ – Latin phrase meaning “I will not contest it.” Type of plea which may be entered with leave of court to a criminal complaint or indictment by which the defendant does not admit or deny the charges, though a fine or sentence may be imposed pursuant to it.
13. _____ – An injunction or court order that takes effect when a bankruptcy petition is filed prohibiting all entities and individuals from any action against the debtor, property of the debtor or property of the estate.
15. _____ – An image such as an arrow, hourglass, or hand that appears on a computer screen when a mouse is moved.
16. _____ – Collection of formatting codes that can be applied to selected text.
18. _____ – In bookkeeping the entries on a balance sheet that express in terms of money the value of tangible things or intangible rights which constitute the resources of a person or business as of a given date. In estate, the property owned by the decedent.
19. _____ – Present participle form of the verb used in the sentence as a noun or part of a noun phrase.
20. _____ – A deed without warranty of title that passes whatever title the grantor has, if any, to another.

Down

1. _____ – Contract entered into by a corporation that exceeds the limitations of its power.
2. _____ – An encumbrance or legal burden upon property.
5. _____ – They type of ownership by which each owner holds an undivided interest in the entire property with no right of survivorship to the parties. The owner's interest passes on to his heirs upon his death.
6. _____ – Concept applied by the courts in product liability cases that when a manufacturer presents his goods for public sale he is representing that they are suitable for their intended use.

10. _____ – By roots or stocks; by representation. Denotes that method of dividing an intestate estate where a class or group distributees take the share which their deceased would have been entitled to, had he or she lived, taking thus by their right of representing such ancestor, and not as so many individuals.
12. _____ – Something of value delivered to a disinterested third party to be held pending performance of certain conditions and delivered upon performance.
14. _____ – A guilty mind, a criminal intent.
17. _____ - (1) a clearly formulated or planned intention. (2) That which a plaintiff must prove to recover damages for an intentional tort.

Answers on last page.



FREE ADVICE FROM A WISE ATTORNEY

Submitted by Marie Schoenfeldt

1. Do not sign the back of your credit cards. Instead put “Photo ID Required”.
2. When you are writing checks to pay your credit card accounts, DO NOT put the complete ACCOUNT NUMBER on the “For” line. Instead, just put the LAST FOUR NUMBERS. This will keep anyone from all the processing channels having access to it.
3. Put your work number on your checks instead of your home phone. If you have a P.O.Box, use that instead of your home address. You should NEVER have your Social Security number printed on your checks. You can add it if it is necessary, but never have it printed. Anyone can get it.
4. Put the contents of your wallet or purse on a photocopy machine. Do both sides of each license, credit card, etc. You will know what you had in your wallet and all the account numbers and phone numbers so you can call and cancel. Keep the photocopy in a safe place. Also, keep a photocopy of your passport when traveling.
5. You should cancel credit cards immediately. But the key is having the toll-free numbers and your card numbers handy so you know whom to call, Keep those where you can find them.
6. File a police report immediately in the jurisdiction where your credit cards, etc., were stolen. This proves to the credit providers that you were diligent, and this is the first step toward an investigation (if there ever is one).
7. Call the three national credit reporting organizations immediately to place a fraud alert on your name and also call the Social Security fraud line number.

Sentinel Record, September 27, 2009, Jim Davidson as told to him by Bob Gannaway, Attorney.

PLEADING CAPTIONS – PLAINTIFF OR PETITIONER?

By Marie Schoenfeldt, PLS, CLA

Why plaintiff and not petitioner, counter-plaintiff, counterclaimant, third party plaintiff or demandant... why defendant and not respondent, counterdefendant, third party defendant or tenant?

Preparing pleadings is a matter of course in our daily routine. We often type captions methodically, not really conscious of the meanings of the terminology used.

Take a moment and test yourself. Define the terms plaintiff and defendant. Why do we use plaintiff and defendant together and not plaintiff and respondent or plaintiff and counterdefendant? Have you ever used demandant and tenant in a heading?

Words we use often can be just as difficult to define as terms we seldom use, such as demandant and tenant. Following are definitions and usage of these terms.

A plaintiff is a person who brings an action. He/she is the party who complains or sues in a personal action.

The defendant is the person defending or denying the complaint or claim of the plaintiff. He/she is the party against whom relief or recovery is sought in an action or suit. In other words, the defendant is the party put upon by his/her defense or summoned to answer a charge or complaint.

A petitioner is a person who presents a petition or application in writing to a court, officer or legislative body praying for the court to exercise its powers relative to some matter which is not subject to a suit or action or authority to do some action which requires court sanction. The person who opposes the prayer of the petition or against whom action or relief is prayed is the respondent.

Have you ever prepared pleadings with the heading using demandant or tenant? Actually these terms are not frequently used. In technical usage demandant refers to a person bringing a real action and the person expected to respond is the tenant.

A real action relates to a “thing” as opposed to a “person.” The demandant and tenant combination is used when an action relates to things and not persons

Counterplaintiff, counterclaimant, counterdefendant...when do you use these terms?

A defendant has the right to present an opposition to the claim of a plaintiff. In this instance, the defendant becomes the person making a claim and consequently becomes a counterplaintiff or counterclaimant.

A third party claim proceeding can be instigated for the purpose of determining whether the debtor has any right title or interest in the property upon which a levy has been made. Perhaps the judgment of the court is only made conclusive as to the right of the plaintiff or other person in whose favor the writ runs to have the property taken and to subject it to payment for other satisfaction of a judgment. Then a third party can enter the proceedings for a determination of his/her rights.

Third parties are persons who are not parties to the contract, agreement, or instrument of writing by which their interest in the thing conveyed is sought to be affected.

Individuals who enter the proceedings to determine their rights to the property in question are considered to be third party plaintiffs. The parties against whom the claim is made become the third party defendants and they must respond with their defense to the claim.

The next time you prepare a pleading, take a second to review the caption before you present it to your employer.



You've Got Rhythm: Circadian Rhythms

From newsinhealth.nih.gov
Submitted by Marie Schoenfeldt

Do you live by the clock, checking your watch so you're not late for work, school or appointments? While you struggle to stay on time for your daily activities, your body has its own internal clock. This biological clock helps you feel alert at work, hungry at mealtime and drowsy at night. When your internal clock is out of whack, your health can suffer.

Scientists have long known that the human body has daily rhythms, called circadian rhythms (circadian is Latin for "around a day"). These natural rhythms are coordinated by a tiny region in your brain. This "master clock" generally operates on a 24 hour cycle, and it adjusts to several cues in your surroundings. The most important cues are light and darkness.

During the day, when it's light outside, the brain's master clock sends out signals to other brain regions to make hormones that will help keep you awake, boost your heart rate and give you energy. In the evening, when less light enters your eyes, the master clock triggers production of a hormone called melatonin. Melatonin makes you feel drowsy and helps you stay asleep.

The brain's clock affects various body functions, including body temperature, hormone levels, urine production and blood pressure.

"Many processes are patterned around a 24 hour cycle: sleeping, eating, waking, drinking and even health-related events," says Dr. Martha Gillette, a scientist at the University of Illinois at Urbana-Champaign. For instance, she notes heart attacks are more likely to occur early in the morning, when the level of a hormone called cortisol starts its daily rise. Time of day has also been shown to influence the effectiveness and side-effects of certain drugs.

When you fight against your circadian clock and your activities take you out of sync with day and night, your health may suffer. The schedules of shift workers who must be on the job after the sun goes down are at odds with their biological clocks. These people often find themselves sleepy at work. They may also have trouble falling or staying asleep during daylight hours after work. Studies show that shift workers have increased risk for heart disease, digestive disturbances, cancer and other health problems.

Another less severe disruption of the circadian clock is jet lag. It's caused by traveling across time zones. Jet lag is usually more severe for eastbound travelers because their days are shortened and the brain

has more trouble adjusting to a shorter day than a longer one. Some studies suggest that taking melatonin pills just before bedtime may help jet-lagged travelers adjust to new time zones. But the scientific evidence for using melatonin to treat sleep disorders is still unclear.

In recent years, researchers have discovered that circadian activities are far more complicated than they ever expected. Inside our cells, clock genes and proteins keep each cell running on a near-24-hour schedule. “Every single cell that we’ve looked at in the body has a clock inside of it,” says Gillette. “Cellular timekeeping is a molecular dance, and it’s very complicated.”

Researchers continue to explore exactly what makes our biological clocks tick. The answers they find may eventually lead to new treatments for sleep disorders, jet lag and other health problems.



Quick! You Have to Give a Speech!

By Allison Streepey, B.A., P.L.S.

The dreaded thing has happened. You have been asked to give a speech. The fear strikes. Where do you start? Did you know more people are afraid of giving a speech than they are of going to the other dreaded thing—the dentist? Giving a speech can be an enlightening experience.

You can relax. A speech is not about you. It is about the audience. Your job is to convey a message, whether it is delivering news or information, instruction, etc. You are just the vessel where the information flows through to the audience. You will be talking about something they need to know or use. Nobody knows what you are going to say. They are just sitting there looking forward to hearing the information you will give them.

The first thing you need to do is figure out the purpose of the speech--to inform, to educate, to motivate, etc. Decide what you mean to say and how to say it simply. Start by choosing three main points. To have three main points will serve many purposes for you too. It will help you develop your speech and keep you from being boring. It will help you focus when you step up to the podium and speak. If you get off track in the middle of the presentation, you can refer back to the three points and regroup. If you have limited time to put the presentation together, it will help you concentrate on the purpose and therefore avoid any chaos or waste of time.

After you have your three main points, develop them. That means describe what they are and why each point is important to the audience. Tell them why they need to know this and how to use it. That will help them become involved in what you have to say. Write out the speech and practice. Listen to how it sounds overall. Speak clearly and slowly so that the audience can assimilate the information. Watch for the overall tone of the speech, how the ideas flow, the rhythm of the words, as well as the sound and tone of your voice. Smile and use a positive attitude.

Many rewrites could happen. Aim to be clear and concise. Then make an outline and practice. You are allowed to take your notes or an outline to the podium where you are speaking. If there is no podium, make a flash card with the main points, and practice some more. You can keep this card in your pocket and study before you present or take it with you as a useful reference tool during your speech.

The way to stay relaxed is to practice, practice, practice. Take your written speech and say it out loud so you get used to hearing your voice. If you do a presentation, visit the speaking area before the event so you will be comfortable in the surroundings. Also, practice running through all of your presentation with the audio visual equipment before you actually have to make the speech in front of the audience.

Try to keep the speech simple. Tell the audience what you are going to say, say it and remind them what you said or ask for a call to action. Using the three main points, tell the audience, "here's why they are important, here's what you do, and let me remind you." That may seem short, but in our speedy society, people want you to get to the point. It is better that the speech is too short rather than too long.

Make eye contact with the audience. Look for a friend and talk just with them like you usually do. Take your time when you speak and work in a few pauses so that the audience may have a moment to absorb what you have to say. Allow time for any questions coming from the audience or questions that you may have for them.

Remember to gather your thoughts, practice a lot, relax and talk with the audience. It may turn out that you like giving speeches or presentations. In that case, there are organizations you can join where you can really develop and polish your ability or you could look for opportunities in your office to pursue this skill. One fine organization is Toastmaster's International, where most of the ideas in this article are derived.

Remember how most people fear public speaking? This also means there is a need for speakers/presenters. You may discover a broader future for the skill and experience that come with public speaking.

Double Puzzle Answers

The highlighted letters in the puzzle describe the following:

The guidelines that define the relationship of the lawyer to the legal system:

Model Rules of Professional Conduct

Across

3. **Letters of Administration**
4. **Reaffirmation Agreement**
6. **Survey**
7. **Intervivos Trust**
8. **Recuse**
9. **Shepardizing**
11. **Nolo Contendere**
13. **Automatic Stay**
15. **Ibeam**
16. **Styles**
18. **Assets**
19. **Gerund**
20. **Quitclaim Deed**

Down

1. **Ultra Vires Contract**
2. **Lien**
5. **Tenancy In Common**
6. **Strict Liability**
10. **Per Stirpes**
12. **Escrow**
14. **Mens Reus**
17. **Intent**

A listing of the officers and committee chairs is now online for your convenience at
www.aalsonline.org