AALS MISSION STATEMENT

AALS - the Association for Legal Support Professionals is dedicated to supporting and inspiring its members in the legal profession by:

1. Providing quality continuing legal education and resource material;
2. Promoting and supporting professional certifications;
3. Enhancing networking opportunities;
4. Adhering to a strong Code of Ethics and professional standards; and,
5. Encouraging community involvement.

AALS VISION STATEMENT

AALS - the Association for Arkansas Legal Support Professionals is the driving force for educating, inspiring and supporting legal professionals statewide.
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THE CLOSING OF ANOTHER YEAR

This past year has been bittersweet for me. It went so slow during my illness, yet it has flown as president of AALS. I want to again thank each one of you for the many prayers, cards and telephone calls of encouragement. It made a big difference in how you battle your fears when you know you have a great support group of family and friends.

It has been a privilege to serve as president of AALS this past year. If I leave nothing but the thought of “innovation” to each of you, I hope that it continues to inspire that spark of one thing that you can do to make things better, to make a difference, and not be afraid to step out of your comfort zone. I have had the privilege to see people do things this year that I did not know was in their wheelhouse. They are an “Innovation Star.”

Although, I did not get to do as much as I planned, I am excited about the growth potential for this New Year. Our website is up and plans are in the works to utilize this very important tool to help get AALS back to the top. The dedication of each of you in supporting AALS/NALS enforces my belief that this foundation is strong and ready for a great renovation.

AALS’ foundation was formed by many great members who worked hard to create and renew AALS each year. Each president, who stepped up to the challenge, and members who accepted a position or a task to complete, has stepped out of their box and worked to keep AALS going.

My wish this next year for president-elect Tami Dodd, PP, PLS, is for her to continue to have many “innovation Stars,” and that she receives from each member their excited support and participation in growing AALS.

Please remember, Communication is key. We hear it all the time. Without effective communication every interpersonal relationship, every goal, every strategy, every organization, is at risk.

As the end of my year as president draws near, I am sad, yet at the same time excited for new beginnings. It is not what we did last year, or the year before, it is what we do now for the future. Engage, Inspire, Enhance, Promote! We cannot say this enough. I challenge each of you this coming year to make this true for AALS! Not just words, but putting it into action, make a difference; show us your innovation for the future of AALS.

Thank you for putting your trust in me to serve as president of AALS. It gave me a gift of getting to know members that otherwise I might not have had the chance to know as well. I encourage you to serve and experience that special relationship; you will be better for the experience and create stronger friendships.

I wish you all good health, prosperity, blessing and courage for the coming year.

Dianne Meriweather, PLS
President: Dianne Meriweather, PLS
President Elect: Tami Dodd, PP, PLS
Executive Secretary: Deborah Johnson, PLS
Treasurer: Joyce Morgan, CCM
Immediate Past President: Kara Whitehead
Parliamentarian: Martha Cox, PP, PLS
2016 - 2017 Committee Chairs and Appointed Officers:

Historian: T.J. Higgs
Publications Director: Jessica Mercouri, PP
Marketing Director: Eve Truitt
Membership Director: Elena Quillen, PLS
Award of Excellence: Deborah Johnson, PLS
Certification: Brenda Welch, PLS
Nominations and Elections: Linda Adair, PLS
Scholarship/Grant: Belinda Penn, CCM
CLE Council: Cheryl Summerhill, PLS (Chair) (2016-2018)
Janet Gordon, PP, PLS (2016-2018)
Martha Cox, PP, PLS (2016-2017)
Brenda Welch, PLS (as Certification Chair)
Ways & Means: Janice Miller, PP, PLS, CPS
and Danny Looney-Yoder, Co-Chairs
Financial Review: Dianne Gibson, PLS and Erma Brady, PLS

Chapter Presidents:

Amelia Harris - NEALSP
Martha Cox, PP, PLS - Saline County LSP
Danny Looney - White County LSP
AALS MADA L. LARMORE SCHOLARSHIP AND GRANT REPORT

On or about December 5, 2016, Mada L. Larmore Scholarship and Grant applications were forwarded to all AALS members by the AALS Secretary, Deborah Johnson, PLS. A reminder of the deadline for submission of applications was sent to all AALS members by the AALS Secretary, Deborah Johnson, PLS, on February 13, 2017. Only one scholarship application was received. No grant applications were received.

THE WINNER OF THE AALS SCHOLARSHIP IS SAMANTHA HOLT!!!!
Samantha attends Arkansas State University and was sponsored by NEALSP

Belinda G. Penn, CCM
Chair
On February 27, 1996, I was born to two loving parents, who later had two other children, now ages 13 and nine. Together, we were raised in a small house on the edge of town in Jonesboro, Arkansas. My father is self-employed in my single-income household. His job allows him to provide for his family and enough flexibility to raise his children and take care of my disabled mother.

I attended Valley View Public Schools and graduated in 2014 with a GPA of 4.109 and Summa Cum Laude honors. During junior high and high school I took piano lessons, played flute in the band, piano in jazz band, sang in choir, and participated in colorguard. Other organizations that I participated in included National Honors Society and Model United Nations. I also held a leadership role in colorguard by serving as captain for two years of high school.

Currently at Arkansas State University, I am majoring in Music and Creative Media Production, as well as minoring in Business. I am also considering a minor in International Studies. As a double major, I take a diverse selection of classes every semester that challenge me in many different ways. As a Media major, I am constantly learning more regarding different forms of media. I hope to continue being a part of ASU-TV and gain experience with both radio and print on campus. I also enjoy being an active part of the Music Department. This semester I am involved in two ensembles, Jazz Orchestra and Symphonic Winds, both of which I enjoy and gain both knowledge and experience from. As a solo pianist, I get to perform weekly in front of other piano students as well as on a recital each year. This is something that I always look forward to. I plan to use my time at ASU to the fullest and experience as much as possible. With the help of the Honors College, I got to travel to Kenya this past summer and teach piano to students who otherwise would not have the opportunity to learn. I also am a part of Sigma Alpha Iota, where I currently serve as Vice-President, Membership. Other organizations I am involved in include the A-State Piano Society, where I served as Treasurer for two years and am currently President, Music Teachers National Association, the Pre-Law Club, and the Sound of the National State Colorguard as a Captain. It is things like this that make me proud to be a part of A-State.

Outside of school, I am training in Songham Taekwondo and will be receiving my first degree black belt in February of this year. Competing in tournaments within the American Taekwondo Association has earned me two District Championships for 2015 and two State Championships for 2015. I also serve at my local church by teaching two-year-olds weekly, in addition to teaching several piano students.

I have always had a passion for creating and performing music, but recently I discovered another passion, law. While I was in Kenya I was also enrolled in an online course, Communications Law and Ethics. This course made me realize that I want to do more than connect people with music, I want to help better the world. I plan on pursuing a career in the legal field, with an emphasis on International Law, along with joining the Navy JAG program while in law school in order to give back to my country and to begin making an impact on the world around me.
CO-OWNING REAL PROPERTY

Submitted by Janet Gordon, PP, PLS
Member of AALS CLEC

Have you ever considered pooling your resources with friends and/or family members and purchasing real property such as an investment property or a vacation home? The idea may sound very appealing especially with regard to a vacation get-away. While co-ownership may be a great way to obtain property you might not otherwise be able to purchase on your own, there are multiple issues that should be resolved before you jump in with both feet and your wallet.

The first thing you need to determine is what the state laws have to say about property ownership in the state where the property is located. The two forms of ownership that are most familiar are joint tenancy that carries a right of survivorship and a tenancy in common that does not carry survivorship rights. However, real property laws can vary greatly from state to state. What might work in one state may not be possible in another, so that determination needs to be made up front so that there will be no unfortunate surprises later on.

Some of the issues that must be addressed are:

1. Will everyone contribute the same amount of capital for the purchase? On the other side of that coin, will everyone carry the same amount of the mortgage debt involved?

2. What happens if one of the owners cannot make their share of the monthly mortgage payment? What affect will that have on all of the others?

3. What about expenses such as insurance, utilities, taxes, and maintenance/repairs? Everyone should be on the same page and know what is going to be expected from them. Will there be a specific person in charge of overseeing the maintenance, etc.?

4. What about the use of the property? Will there need to be a schedule set so that each party can have an equal share of time to use the property? If you are all family you might not mind coming together for a time, but most people will also want time for a more private stay.

5. What happens if one of the owners decides that they want to sell? Will there be restrictions on selling an undivided interest in the property? Will all of the other owners have to agree as to whom the property may be sold?

These are just a few of the issues that must be addressed. One way to make sure everyone has a clear understanding of these issues is to have an attorney draft a property ownership agreement that can address all of the specific terms, provisions and issues involved with co-ownership. Such an agreement can go a long way in resolving any future disputes between the owners.
In my everyday life, I am a paralegal. Many of my closest friends are also legal professionals, a fact I attribute in large part to our shared experiences working in legal settings. We work in stressful, high-pressure environments driven by deadlines. I worked many years in the profession before I joined a professional association, though. For years, I really did not even know that professional associations for legal staff members existed. Then, I met someone, who is now one of my closest friends, who was passionate about her career, the law, and her professional association. She invited me to attend a meeting where I met a lot of other people who were having similar experiences to mine. This group was friendly, welcoming, outgoing, and I quickly became involved as a result. I just celebrated my eighth anniversary as a member, and I’m President of our local chapter for the second time in five years. My closest friendships are with people I met through the association. But, those friendships weren’t developed overnight.

When I first joined the association, I knew one person in a room full of about forty people. The first couple of meetings, I sat with my friend through dinner and through the presentation. At about the third meeting, she told me I could not sit next to her, that I needed to find another table and meet new
people. I was shocked that she challenged me in this way and at the time, I was probably even a little upset with her. But, I did sit at another table at that meeting and at most future meetings. I met people and expanded my circle of friends. Pretty soon, I was comfortable with everyone in the room.

People were nice and welcoming and I know now that they were never the problem – I was. I was the one who felt like an outsider. They didn’t treat me like one. I was the one who thought I didn’t fit in. They included me. I was the one who thought I was less than, because I didn’t hold a professional certification or have a degree. They encouraged me to achieve my goals. I was the one who needed to change my own mind about those stories I was telling myself. They believed in me and celebrated my successes. The stretch had to come from me, not from them. I had to be the one to decide that I wanted to be a part of something, so I needed to step out of my comfort zone. So, I did – with a little push. I chose to become involved and started volunteering on committees, attending local meetings, state, regional, and even national meetings. It was at the conferences where a lot of my current friendships were built.

Now, I talk to everyone. If I see a face I don’t recognize, I say hello and introduce myself asking questions that help me get to know people better. My goal is to empower people make their own stretches, their own decisions, and their own steps out of their comfort zones. Because, where there is discomfort, there is an opportunity for growth. I want people to feel like they are part of the group, included, and valued. I want people to get the most out of their experience, have the opportunity to explore new things, be excited, and embrace possibilities. I treat everyone as a part of the group, include them, encourage them to achieve their goals, believe in them, and celebrate their successes. When I ask questions, I want to know the answers to build trust and relationships. I know each relationship I build will be different from the next, and that not everyone will be my closest friend and that’s ok. My best friends are usually in the room, but I am smart enough to know that everyone in the room is worth knowing.

http://nalsofphoenix.com/
NALS Of Phoenix President
Kerie Trindle Byrne, PLS, CP
May, Potenza, Baran & Gillespie, P.C.
201 North Central Avenue, 22nd Floor
Phoenix, Arizona 85004
Phone: (602) 774-3564
Email: kerie@maypotenza.com

If you get the chance, attend a NALS meeting and meet Kerie. Your life will be better!

....................... Cheryl
Fact Investigation Tips for Paralegals

The ICU Approach

You may not think of yourself this way, but you are, in many respects, the fact investigator—the “snoop at large”- for a case. Like the fire investigator digging through ash and debris to determine the cause of a fire, the paralegal digs through mountains of case documents to find the facts surrounding a case. In most cases, identifying key facts surrounding allegations and issues is your mission.

Even before a case is filed, there is much legwork to be done. You may find yourself sifting through insurance claims, appraisals, police reports, witness statements, real estate transactions, or other documents you uncover, or that are piled on your desk. The litany of things to look for can resemble a 1,000-point checklist.

Where do you start? What do you need to know? How much time do you have? Do you actually have a case? If your firm employs a private investigator, what has he/she uncovered? With dozens of questions competing for your attention, your first charge is to get the investigation organized.

Take a few moments to develop an outline of what you already know and what you need to know. “A “brainstorming” approach-no idea is a bad one is a good way to start, then review the plan to see where like questions and issues exist. Make sure the plan is realistic before proceeding.

After establishing your plan, use the “ICU” approach to fact investigation—“I” is for intuition, “C” is for creativity, and “U” is for ultimate use of legal research skills.

Intuition is a sixth sense that investigators seem to have. It is a gut feeling that doesn’t let you alone, and you should never discount the power of this intuition.

If you are drawn down a path, follow it for a spell and see if it leads to what you are looking for. Thoughts like “I’ve seen this before,” or “this reminds me of another case,” may occur. If so, check the law firm’s database, or ask around the office to see if a fellow paralegal or attorney has worked on a similar case or has some knowledge about the issues.

Check the firm’s law library for guidance on your hunches. Check statutes, regulations, treatises, and other materials. Read the annotations, and do a sampling of opinions. In each opinion, there are citations to other opinions—a beneficial chain reaction.

Check hard copy as well as online media articles for information that relates to the incident. You never know who will be identified or what information you will find that can aid your efforts. Be sure to verify the articles for accuracy, and do not consider them authoritative, but as investigative tools.

Consult with your supervising attorney about your hunches and information you’ve found. Don’t be discouraged if the attorney initially gives you a look that implies you are from another planet. I once took this approach on a case where nothing seemed to be on point, and the investigation was like trying to find the proverbial needle in a haystack.

I advised the attorney of my exploratory progress, and pointed out that sometimes it’s what contrasts with the desired results that can lead to the answers. He reluctantly agreed to read the materials, and called later to say that although my speculative approach was a bit unconventional, I should go for it. The approach turned out to be well worth the effort, and the case was deemed in the client’s favor.
Creativity is for not only artists and musicians. Being creative when conducting fact investigations can lead to areas that may initially appear almost absurd, but which end up being directly on point. Questions such as, “what would cause a thing like this to happen,” or, “is it possible that such-and-such can exist?” will stir creative juices in your mind to help your search.

Process your thoughts creatively. Use a bit of humor such as considering how Detective Boren on television’s Law and Order: Criminal Intent, might conduct this fact investigation. (This character, for those of you who aren’t familiar with the show, has a peculiar but effective way of looking at the big picture and figuring everything out).

You’re on a mission, but not a mission impossible. Employ your preferred style of creativity, but keep the big picture in mind. Narrowing your search too soon can waste valuable time going down blind alleys and can be frustrating, especially if you are in unfamiliar territory.

Ultimate use of legal research skills—is what legal assistants first rate are at. You have these skills, so kick them into action. Does the firm subscribe to an online research service such as LoisLaw or Lexis? If not, you will need to look elsewhere, such as the Internet, for information.

Try Web site search engines such as Google, Dogpile, or even Ask Jeeves if that is what it takes to succeed in your general searches.

Searches that are more refined can be done at findlaw.com, megalaw.com, law guru.com, hierogamos.com, or law.comellEdu. The Cornell Law School Web site has links on its homepage that are particularly useful. If you are searching for product information, use Web sites such as recalls.com, nhsta.gov (for motor vehicles) or cpsc.gov. Try the manufacturers’ Web sites if the particular products at issue are identified. If you need to understand how a certain product works, try howstuffivorks.com where the information is somewhat limited, but worth a look, especially for vehicles and appliances. You will automatically refer to your personal favorite Internet sources that have been good to you in the past. By all means, use them.

Be aware that Internet searches can consume your attention and your valuable time. There is a chain reaction to Internet research when you click on a link and find 20 additional sites with more links to more sites with more links, etc. You may think you’ve hit the mother lode, but these exponentially exploding hits will quickly overload you. Don’t allow yourself to be sidetracked, but limit your search to the first five to 10 hits that are best aligned to your search.

Motor vehicle records, real estate deeds, general criminal records, and other public records are readily accessible on the Internet. There was no charge for this access to public records in the past, but today, once you get past very basic information, the key information or history you seek may come with a charge. Check with your local and state agencies for access to public records.

Will you need to file a request under the Freedom of Information Act, or a state right-to-know request? Do you need a subpoena to obtain certain records? If you are unsure, call the governmental agency to obtain information on how to properly file the request. Be aware that such requests should strictly follow agency guidelines, and that the response to such requests is often slow in receipt, or even denied.
Timeline is Key

The timeline serves as a snapshot of the events, occurrences, and activities surrounding an incident. For example, you may know timeframes such as:

1. The client took occupancy of a new home on October 1, 2003.
2. Power surges began to occur.
3. Approximately one week before the fire, repairs were made to the electrical system.
4. Despite repairs, power surges continued.
5. The electrical subcontractor was not receptive to the client’s follow-up calls.
6. A fire occurred at approximately 9:15 a.m., March 15, 2004, destroying the home and contents.

In most cases, many of these questions may be answered generally during the pleading phase, and more specifically, through the discovery phase. Approximate dates are acceptable until you obtain dates that are more definitive. Ask the client and witnesses to help with information in this regard. Check the file for correspondence, e-mail, logs, invoices, etc., for dates and associated activities. The timeline is a document-in-progress, so add to or revise it, as information is uncovered.

As you conduct your fact investigation, remember to establish checkpoints. Gather a certain amount of information, then organize it, review it, and decide if you have enough to substantiate or counter the allegations? Determine what else you need to do and what don’t you need. Taking the fact investigation in steps makes the job much easier.

Make sure you recognize when to draw the line in your fact investigation so the process won’t engulf you at the expense of your other paralegal responsibilities. Make course corrections as needed, and consult with your supervising attorney about your progress. You might already have more than enough information to get the ball rolling. Fact investigation will proceed up to the time of trial, and perhaps well into the trial. Following these steps will benefit your efforts, yield some great information in support of a client, and give you a professional boost for a mission well accomplished.

Patricia J. Gustin, CLA, CFEI, is a freelance paralegal and fire investigator based in Harrisburg, PA. She specializes in assisting expert witnesses and law firms in both criminal and civil matters involving product liability, personal injury, negligence, arson, and industry codes and standards. She is also a community mediator, trainer, and (a nonlawyer representative before the Social Security Administration and a project coordinator for the Dauphin County Bar Association) past Vice President for Education of the Keystone Legal Assistant Association, and a past member of NALA’s Continuing Education Council. She has a BA degree in Business Administration from Pennsylvania State University.

Submitted by Tami Dodd, PP, PLS
“The Historical Review”

2017 AALS Educational Conference and Membership Meeting
May 5-6, 2017
Little Rock, Arkansas

What do these things have in common?

- Issuing A Security Clearance
- Top Gun
- State of the Union
- Olympus Has Fallen
- Joint Session
- Inaugural Ball and Inauguration
- National Prayer Breakfast
- American Dream
- My Fellow Americans
- Presumed Innocent
- Air Force One
- Hacking 101
- Taken

These creative titles represent the educational opportunities and activities planned for the 2017 AALS Annual Meeting. We welcome you to join us for ethics, meetings, legal education, food, fellowship with other legal support professionals and learning.

Get the registration form at aalsonline.org or contact Linda Adair, PLS, at ladarichsmithdev.com (501-492-8190).

Register today!!

BOOM.
NOTICE AND CALL TO 2017 ANNUAL EDUCATIONAL CONFERENCE AND GENERAL ASSEMBLY AND THE SPRING BUSINESS MEETING

TO: All Members
FROM: Deborah Johnson, PLS, AALS Executive Secretary
DATE: March 27, 2017

Pursuant to Article V, Section 1 of the Bylaws of AALS – the Association for Arkansas Legal Support Professionals, the 2017 Annual Educational Conference and General Assembly and the 2017 Spring Business Meeting will be held at the Holiday Inn Presidential, 600 Interstate 30 Little Rock, Arkansas, May 5-6, 2017.

All members of this Association are invited to attend the General Assembly and take advantage of the privileges of participation. During the General Assembly, all members of Association in attendance have the right and privilege to enter into discussion of any issue, to make and second motions, and vote on all issues before the membership.

During the Spring Business Meeting, all members of Association in attendance have the right and privilege to enter into discussion of any issue, to make and second motions, and vote on all issues before the membership.

"The Historical Review"

SCHEDULE OF EVENTS

**Friday, May 5, 2017**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>12:00-1:30 p.m.</td>
<td>Registration &amp; Book Signing Event</td>
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<tr>
<td>12:30 p.m.</td>
<td>Award of Excellence competition judging</td>
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<tr>
<td>1:30 p.m.</td>
<td>Welcome</td>
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<td>1:45-3:00 p.m.</td>
<td>Ethics – David Sachar, Esq.</td>
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<td>3:00-3:15 p.m.</td>
<td>Break</td>
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<tr>
<td>3:15-5:30 p.m.</td>
<td>General Assembly</td>
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<td>6:45-7:15 p.m.</td>
<td>President's Reception</td>
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<td>7:15-9:00 p.m.</td>
<td>Recognition, Installation, and Awards Banquet</td>
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**Saturday, May 6, 2017**

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<tr>
<th>Time</th>
<th>Event</th>
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<tr>
<td>7:30-8:15 a.m.</td>
<td>Breakfast and Registration</td>
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<td>8:30-9:30 a.m.</td>
<td>Immigration Law – John Yates, Esq.</td>
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<tr>
<td>9:30-9:45 a.m.</td>
<td>Break</td>
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<tr>
<td>9:45-10:45 a.m.</td>
<td>Spring Membership Meeting</td>
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<td>10:45-11:00 a.m.</td>
<td>Break</td>
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<tr>
<td>11:00-Noon</td>
<td>Search &amp; Seizure – John W. Hall, Esq.</td>
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<tr>
<td>Noon-12:15 p.m.</td>
<td>Break</td>
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<tr>
<td>12:15-1:15 p.m.</td>
<td>Networking Lunch</td>
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<tr>
<td>1:30-2:30 p.m.</td>
<td>Cyber Crimes – Will Jones, Esq.</td>
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<td>2:30-2:45 p.m.</td>
<td>Break</td>
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<td>2:45-3:45 p.m.</td>
<td>Human Trafficking – Will Jones, Esq.</td>
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<tr>
<td>3:45 p.m.</td>
<td>Wrap-up</td>
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AALS 2017 Annual Educational Conference and Membership Meeting
“The Historical Review” hosted by The Gavel Gang
May 5-6, 2017
Holiday Inn Presidential, 600 Interstate 30
Little Rock, Arkansas

REGISTRATION FORM

<table>
<thead>
<tr>
<th>NALS MEMBERS/STUDENTS</th>
<th>NON-NALS MEMBERS</th>
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<tr>
<td><strong>Please check all that apply</strong></td>
<td><strong>Please check all that apply</strong></td>
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<tr>
<td>✧ Full Registration Fee (received by April 28, 2017)</td>
<td>✧ Full Registration Fee (received by April 28, 2017)</td>
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<tr>
<td>✧ With Late Fee (received after April 28, 2017)</td>
<td>✧ With Late Fee (received after April 28, 2017)</td>
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<tr>
<th>Individual Events</th>
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<td>(Please check all that apply.)</td>
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<tr>
<td>✧ CLE Session (1) (2) (3) (4) (5) (circle each) $10/each</td>
<td>✧ CLE Session (1) (2) (3) (4) (5) (circle each) $25/each</td>
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<tr>
<td>✧ General Assembly and Membership Meeting $10</td>
<td>✧ General Assembly and Membership Meeting $10</td>
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<td>✧ Saturday Membership Meeting only $ 5</td>
<td>✧ Saturday Membership Meeting only $ 5</td>
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<tr>
<th>Guests of NALS Members</th>
<th>Guests of NALS Members</th>
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<tr>
<td>(i.e. spouses, children) (Please check all that apply.)</td>
<td>(Please check all that apply.)</td>
</tr>
<tr>
<td>✧ Friday Dinner $30</td>
<td>Do you have any dietary restrictions?</td>
</tr>
<tr>
<td>✧ Saturday Lunch $20</td>
<td>Do you need any special accommodations?</td>
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</tbody>
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Name: ____________________________
Certification(s): ☐ ALP ☐ PLS ☐ PP ☐ CLA ☐ Other ________________
Company/Firm: ________________________
Address: _____________________________
City: ________________________________
State/Zip: ___________________________
Daytime Phone: ________________________
E-Mail: ______________________________
Chapter: _____________________________
Guest Name(s): _______________________

Total Amount Due with registration form: $ __________

Do you have any dietary restrictions? | ✧ Yes ✧ No
Do you need any special accommodations? | ✧ Yes ✧ No

If so, please contact Linda Adair, PLS, ladair@richsmithdev.com, (501) 492-8190, prior to April 7, 2017.

Make registration checks payable to: AALS with a notation of “2017 AALS Annual Conference” and mail completed registration form to:
Mimi Jackson
P. O. Box 1267
Jonesboro, AR 72403
Work: (870) 972-1500
E-mail: mimi@owattorneys.com

*Note: In the event you are unable to be present during the Book Signing Event but want an autographed copy of the book, you may send your separate check to Mimi along with your registration form and your book will be available when you arrive.

Name: ____________________________
Certification(s): ☐ ALP ☐ PLS ☐ PP ☐ CLA ☐ Other ________________
Company/Firm: ________________________
Address: _____________________________
City: ________________________________
State/Zip: ___________________________
Daytime Phone: ________________________
E-Mail: ______________________________
Chapter: _____________________________
Guest Name(s): _______________________

Total Amount Due with registration form: $ __________

Do you have any dietary restrictions? | ✧ Yes ✧ No
Do you need any special accommodations? | ✧ Yes ✧ No

If so, please contact Linda Adair, PLS, ladair@richsmithdev.com, (501) 492-8190, prior to April 7, 2017.

Make registration checks payable to: AALS with a notation of “2017 AALS Annual Conference” and mail completed registration form to:
Mimi Jackson
P. O. Box 1267
Jonesboro, AR 72403
Work: (870) 972-1500
E-mail: mimi@owattorneys.com

*Note: In the event you are unable to be present during the Book Signing Event but want an autographed copy of the book, you may send your separate check to Mimi along with your registration form and your book will be available when you arrive.

SCHEDULE OF EVENTS

**Friday, May 5, 2017**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:1-3 p.m.</td>
<td>Registration &amp; Book Signing Event*</td>
</tr>
<tr>
<td>12:30 p.m.</td>
<td>Award of Excellence competition judging</td>
</tr>
<tr>
<td>1:30 p.m.</td>
<td>Welcome</td>
</tr>
<tr>
<td>1:45-3:00 p.m.</td>
<td>Ethics – David Sachar, Esq.</td>
</tr>
<tr>
<td>3:3:15 p.m.</td>
<td>Break</td>
</tr>
<tr>
<td>3:15-5:30 p.m.</td>
<td>General Assembly</td>
</tr>
<tr>
<td>6:45-7:15 p.m.</td>
<td>President’s Reception</td>
</tr>
<tr>
<td>7:15 p.m.-9 p.m.</td>
<td>Recognition, Installation and Awards Banquet</td>
</tr>
</tbody>
</table>

*If you would like to pre-order an autographed copy of **Arkansas Legal Research, 2d Edition**, please note so that sufficient copies will be available at the meeting. Number of books @ $25. Please make checks payable to Cheryl Reinhart and submit to the authors at the book signing table outside the meeting room.

**Saturday, May 6, 2017**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:15 a.m.</td>
<td>Breakfast and Registration</td>
</tr>
<tr>
<td>8:30-9:30 a.m.</td>
<td>Immigration Law – John Yates, Esq.</td>
</tr>
<tr>
<td>9:30-9:45 a.m.</td>
<td>Break</td>
</tr>
<tr>
<td>9:45-10:45 a.m.</td>
<td>Spring Membership Meeting</td>
</tr>
<tr>
<td>10:45-11 a.m.</td>
<td>Break</td>
</tr>
<tr>
<td>11-Noon</td>
<td>Search &amp; Seizure – John W. Hall, Esq.</td>
</tr>
<tr>
<td>Noon-12:15 p.m.</td>
<td>Break</td>
</tr>
<tr>
<td>12:15-1:15 p.m.</td>
<td>Networking Lunch</td>
</tr>
<tr>
<td>1:30-2:30 p.m.</td>
<td>Cyber Crimes – Will Jones, Esq.</td>
</tr>
<tr>
<td>2:30-2:45 p.m.</td>
<td>Break</td>
</tr>
<tr>
<td>2:45-3:45 p.m.</td>
<td>Human Trafficking – Will Jones, Esq.</td>
</tr>
<tr>
<td>3:45 p.m.</td>
<td>Wrap-up</td>
</tr>
</tbody>
</table>

(CLE Topics are subject to change.)

PLEASE NOTE: “Dressy” is the attire for the Banquet. “Business Casual” is the requested attire for all other events on May 5-6, 2017.

For hotel reservations, please contact the Holiday Inn Presidential, 600 Interstate 30, Little Rock, Arkansas, directly at www.holidayinn.com or (501) 375-2100 and ask for the 2017 AALS Annual Conference discounted rate (breakfast incl.): $106/King or Double Queen; Senator and Executive Suites available for $136 and $158, respectively. Room reservations must be made by April 13, 2017, to get the AALS discounted rate.
Notes to Members:

- The Gavel Gang is excited to offer an opportunity for attendees to acquire during the registration period from 12-1:30 p.m. on Friday only an autographed copy of *Arkansas Legal Research, 2d Edition*, which is a great tool for legal professionals and is authored by Cathy Underwood, Coleen Barger, and Cheryl Reinhart, attorneys residing in the Greater Little Rock area. The suggested retail price for each book is $29; however, for this event, the cost will be $25. . . . autographs priceless! In order to have sufficient books available for purchase, please complete the note in the lower left-hand corner of the registration form. Payment may be made by cash or check. If you will arrive after 1:30 p.m. on Friday but would like to have an autographed copy of the book, please include your separate check made payable to Cheryl Reinhart with your registration form to Mimi Jackson, and the book(s) will be available when you arrive.

- When you access the link on the registration form, you will be taken directly to the Holiday Inn Presidential website; insert the dates of 5/5-6/2017 and boxes appear with the IATA code 99801505 and the Group Code AAV. Click the green box that says “check availability.” Enter your reservation request. **NOTE: The group rate does include breakfast.**

- Hotel check-in time is 3 p.m. and checkout is 11 a.m. Guests arriving before 3 p.m. will be accommodated as soon as rooms become available. Anyone wishing special consideration for a late checkout should inquire on the day of his or her scheduled departure. **Because our meeting lasts into the afternoon, please advise the Hotel if you would like to take advantage of an available 2 p.m. checkout.**

- The Hotel provides a 10 passenger complimentary shuttle service to LR National Airport, Train and Bus stations, Downtown, and Riverwalk District; scheduling is advised – hours of operation from 7 a.m. to 12 midnight.

- The Hotel does not permit any food or beverage to leave the premises due to national health regulations. The Hotel will not allow you or your guests to remove from the premises any leftover food from the function.

- Smoking is prohibited inside the Hotel.

- Any promotional materials must be submitted prior to the planned production of any such materials. **Approval has been obtained for including hotel information on the registration form, and on AALS’ and NALS’ websites.**

- Hotel may charge attendees – as liquidated damages and not a penalty – a $50.00 fee as compensation for the harm caused to the Hotel by unscheduled early departures (an “Early Departure Fee”). An Early Departure Fee may only be charged if an attendee checks out of the Hotel prior to the attendee's scheduled departure date, without having notified the Hotel by midnight the day after check-in of the change in scheduled departure.

- Punch will be provided for the **Friday evening reception** just prior to the banquet. Alcoholic beverages will be available for purchase at the Hotel bar.

- Menus for the two meals consist of:
  
  1. For the **Friday evening banquet**, a buffet with a garden salad, a choice of two entrees – chicken fried chicken & cream gravy or roasted beef brisket in savory au jus –, southern green beans, oven-roasted rosemary potatoes, and creamed corn, served with hot rolls and cornbread with butter, iced tea and coffee; and
  2. For the **Saturday networking luncheon**, a “Light Lunch Deli Buffet” with a garden salad bar, a choice of chicken salad or tuna salad, assorted deli meats, assorted sliced cheeses, relish tray, assorted breads, pasta salad, fresh seasonal fruit, assorted cookies, and brownies, and freshly brewed iced tea, iced water, and coffee.

  **Please note:** If you have dietary restrictions that prevent you from eating these foods, you must contact me at ladair@richsmithdev.com or call (501) 831-1402 prior to April 7, 2017, so that we may accommodate your special request.
Items are being sought for the Great AALS Silent Auction to be held during "The Historical Review" on May 5-6, 2017, at the Holiday Inn Presidential in Little Rock. Search high and low, or even at the back of your closet, for that special object that will be a "must have" to another. Or put together a "Presidential" basket or a "Mother’s Day" basket on which the members may bid. Your donation is appreciated and needed, as all donations go to support AALS. Get your donations to Martha Cox, or let her know you’re bringing that special item [mcox@boswellaw.com or (501) 847-3031] Thanks for your support!
MINUTES FOR 48TH ANNUAL CONFERENCE GENERAL ASSEMBLY
AALS – The Association for Arkansas Legal Support Professionals

BRYANT, ARKANSAS
APRIL 22, 2016

The meeting was called to order at 4:17 p.m. by President Kara Whitehead, who welcomed everyone to the 2016 General Assembly of AALS – the Association for Arkansas Legal Support Professionals.

The Opening Prayer was given by Sue Hutcheson of NEALSP. Danny Looney-Yoder of White County LSP led the Pledge of Allegiance.

Belinda Penn, CCM of NEALSP the read NALS Code of Ethics & Professional Responsibility and led the members in reading the AALS Mission Statement and AALS Vision Statement.

President Kara Whitehead welcomed everyone to the 2016 AALS General Assembly, and thanked the Annual Conference Committee for organizing the 2016 AALS Annual Educational Conference and General Assembly. President Kara invited the committee members to stand and be recognized. She stated that they had done an outstanding job and everyone appreciated their efforts.

There were no members attending an AALS meeting for the first time.

President Kara stated that the rules governing the Annual Business Meeting are contained in the AALS Standing Rules. She noted that all individual members present at the annual general assembly have a vote and are encouraged to enter into any discussion. The total number of members present constitutes a quorum. The meeting then proceeded.

The Chair appointed Cheryl Summerhill, PLS, as the official timekeeper; and Martha Cox, PLS and Rita Thatcher, ALP, CPS as tellers for the meeting.

President Kara referred to the Consent Agenda that was distributed to the members, and receiving no objections to the items on the Consent Agenda, she asked for a motion to approve it. Erma Brady, PLS, made a motion to approve the Consent Agenda, and Cheryl Summerhill, PLS seconded. There was no discussion and the motion carried.

Action Items:
The minutes of the 2015 Annual General Assembly were published in The Informer. Danny Looney-Yoder made a motion to approve the minutes, and Belinda Penn, CCM seconded the motion. The motion carried.

The Treasurer’s Report was reviewed. Janice Miller, PLS, noted that the report goes through April 1st, so that the report could be ready for this meeting. There was a question about an adjustment to the balance, and Treasurer Janice Miller explained that there had been a discrepancy in the balance from past years that had not been found, and rather than continuing the $12.80 discrepancy (in our favor), she adjusted our account records to reflect the balance reported by the bank. Danny Looney-Yoder made a motion to approve the Treasurer’s Report, subject to financial review, and Belinda Penn, CCM seconded the motion. The motion carried.
President Kara informed the membership that no bids were received for the AALS 2018 Annual Educational Conference. She read the AALS Standing Rules relative to the conference, and opened the floor for bids. NEALSP made a bid to host the meeting. Margarett Wilson, PLS, made a motion to accept the bid, Rita Thatcher, ALP, CPS seconded, and the motion carried.

Recommendations of the Executive Committee:

Recommendation No. 1
The EC recommended adoption of both CASA and the Arkansas Access to Justice Foundation as AALS’ official charities for the year. After brief discussion, the recommendation was approved.

Recommendation No. 2
The EC recommended approval for the profits from the 2016 Annual Conference to remain with AALS, since no single chapter hosted this year, but the committee was made of members from all over the state. After brief discussion, the recommendation was approved.

Recommendation No. 3
The EC recommended the following changes be made to the AALS Functional Directors:

- The Marketing Director and Membership Director to remain appointed officers and members of the Strategic Planning Committee and become non-voting members of the Executive Committee.
- The Publications Director to remain an appointed officer and a member of the Strategic Planning Committee.
- The responsibilities of the Communications Director and the Publications Director to be combined and made into one position, that of Publications Director.
- The Historian to continue to be appointed by the President to prepare a history book for the year.

After brief discussion and explanation, the recommendation was approved.

Recommendation No. 4
The EC recommended approval to financially assist the President-Elect to attend the NALS Annual Conference immediately following the election, if desired and as funds are available. After brief discussion and explanation, the recommendation was approved.

Recommendation No. 5
The EC recommended approval to revise the 45-day notice to 30-day notice throughout the governing documents in light of the accessibility of electronic communication and for uniformity and simplicity. After brief discussion and explanation, the recommendation was approved.

Recommendation No. 6
The EC recommended that the Marketing Director will be the primary contact with the AALS website host. After brief discussion and explanation, the recommendation was approved.

Recommendation No. 7
The EC recommended that the scholarship/grant procedures be revised to allow the chair to redact identifying information of the applicant and the sponsor rather than requiring applicants and references to omit identifying information from application and reference letters, as this has been a
point of confusion for applicants. After brief discussion and explanation, the recommendation was approved.

Recommendation No. 8
The EC recommended approval to revise the AALS’ Award of Excellence application to conform with the NALS personal data form, and follow NALS’ procedure for selecting the Award of Excellence, i.e., send a call for nominations; distribute personal data form to the qualified nominees; and revise scoring by judges to include a value for education and candidate’s comments. As this is a complicated topic, there was extensive discussion to be sure that we were in agreement. After discussion and explanation, the recommendation was approved.

After a 10 minute break, the membership went through the proposed changes to the AALS Governing Documents, which had been distributed earlier via email. President Kara began with the Bylaws, and after asking if there were any questions or discussion of the proposed changes, asked if there was a motion to approve the changes to the Bylaws. Cheryl Summerhill, PLS made the motion to approve the revisions, and Martha Cox, PLS seconded the motion. The motion carried.

Next, President Kara asked for questions and discussion about the updates to the Standing Rules. There were no questions or discussion. Cheryl Summerhill, PLS, made a motion to accept the revisions, and Danny Looney-Yoder seconded. The motion carried.

Then President Kara asked the members to consider the proposed changes to the Standing Rules Attachments. After extensive discussion and suggestions, Margarett Wilson, PLS, made a motion to accept the changes as discussed and as amended in EC Recommendation No. 8, and Rita Thatcher, PLS, seconded. The motion carried.

Lastly, President Kara asked for questions and discussion regarding the AALS Guidelines. After some discussion, and edits to clarify the Guidelines, Danny made a motion to accept the revisions, and Belinda Penn, CCM, seconded. The motion carried.

Discussion/Informational Items:

President Kara noted that a copy of the EC/Board/Membership actions taken since the Winter Business Meeting was attached to the Consent Agenda and would be included with the minutes of this meeting. There were no questions concerning the list distributed.

Janet Gordon, PP, PLS made a motion to approve, adopt, ratify, and affirm the actions taken by the President, Executive Committee, Board of Directors, and members and to consent to all business transacted, including all actions taken electronically since the Winter business meeting, the actions taken during this meeting, and the awards to be presented during the evening banquet. Cheryl Summerhill, PLS seconded, and the motion carried.

The President opened floor for any announcements, or information that needed to be shared with the members, but there were none.

President Kara then recognized the outgoing Functional Directors and Committee Chairs for the 2015-2016 AALS year.
Functional Directors

Historian                  Ashley Arnold, ALP
Communications Director   T J Higgs
Publications Directors    Tami Dodd, PLS / Sue Hutcheson
Membership Director        Mimi Jackson

Committee Chairs/members:

Award of Excellence       Brenda Welch, PLS
Certification             Martha Cox, PP, PLS
Nominations and Elections  Joyce Morgan, CCM
Scholarship/Grant          Belinda Penn, CCM
CLE Council                Mimi Jackson (Chair) (2014-2016)
                          Elena Quillen, PLS (2014-2016)
                          Martha Cox, PP, PLS (as Certification Chair)
Ways & Means               Mary Hand, PP, PLS and Sheila Brown, PP, PLS, Co-Chairs
Financial Review          Margaret Wilson, PLS and Rita Thatcher, ALP, CPS

The 2016 General Assembly of AALS – the Association for Arkansas Legal Support Professionals was adjourned at 6:02 p.m. until the Installation and Awards Banquet.

Respectfully submitted,
Deborah S. Johnson, PLS
AALS Executive Secretary
48TH ANNUAL GENERAL ASSEMBLY
AALS – THE ASSOCIATION FOR ARKANSAS LEGAL
SUPPORT PROFESSIONALS

BRYANT, ARKANSAS
APRIL 22, 2016

CONSENT AGENDA

CALL TO ORDER & PRAYER
PLEDGE OF ALLEGIANCE
READING OF NALS CODE OF ETHICS & PROFESSIONAL CONDUCT
READING OF AALS MISSION STATEMENT AND VISION STATEMENT

CONSENT AGENDA ITEMS:
   Rules of Board Meeting (Standing Rules)
   Reports of officers, functional directors, committee chairs, and state directors (Informer)

ACTION ITEMS:
   Approval of 2015 Annual Meeting Minutes
   Treasurer’s Report
   Selection of 2017 Annual Meeting Site
   Executive Committee Recommendations

DISCUSSION/INFORMATIONAL ITEMS

ADJOURNMENT UNTIL BANQUET
CODE OF ETHICS

Members of NALS, the association for legal support professionals, are bound by the objectives of this Association and the standards of conduct required of the legal profession.

Every member shall:

- Encourage respect for the law and the administration of justice;
- Observe rules governing privileged communications and confidential information;
- Promote and exemplify high standards of loyalty, cooperation, and courtesy;
- Perform all duties of the profession with integrity and competence; and
- Pursue a high order of professional attainment.

AALS MISSION STATEMENT

AALS – the Association for Arkansas Legal Support Professionals is dedicated to supporting and inspiring its members in the legal profession by:

- Providing quality continuing legal education and resource materials;
- Promoting and supporting professional certifications;
- Enhancing networking opportunities;
- Adhering to a strong Code of Ethics and professional standards; and
- Encouraging community involvement.

AALS VISION STATEMENT

AALS – the Association for Arkansas Legal Support Professionals is the driving force for educating, inspiring, and supporting legal professionals statewide.
INFORMATIONAL ITEMS

The following are actions taken electronically by the EC and Board since the Winter Board Meeting:

- **3/29/16** – Approval of two (2) Strategic Planning Committee recommendations:
  1. Rules regarding notice of proposed amendments to governing documents be waived
  2. AALS’ governing documents be revised to allow each individual member to have one vote in each meeting of AALS

- **4/6/16** – Approval of the purchase of (2) clear acrylic plaques for AALS’ newly certified PPs in the amount of $22.00 each.

**************************************************************************

The following items were approved during the EC meeting held on April 20, 2016:

- The EC approved the appointment of Erma Brady, PLS and Sue Hutcheson as the Financial Review Committee for the 2016 Annual Conference.

- The EC approved the distribution of budgeted funds in the amount of $500.00 for incoming President, Dianne Meriweather, PLS, to attend the NALS Annual Conference in Murfreesboro, TN.

- The EC approved the following editorial changes to the governing documents:
  1. Delete any reference to NALS Professional Development Conference as these meetings are no longer offered by NALS.
  2. Conform AALS’ bylaws to NALS’ uniform bylaws.
3. Edit references to “State Directors” and “Board of Directors” to “Membership”, as appropriate.

4. Refer to three regular meeting as “membership meetings” and the annual meeting as “annual conference” and/or “annual conference general assembly,” for clarity.

5. Eliminate duplication among governing documents, i.e., duties of officers and chairs pulled from bylaws and/or standing rules into Guidelines and/or Attachments as appropriate, etc.

6. Include listing of NALS Specialty Certifications in Standing Rules Attachment F, CLEC, and remove references to “NALS specialty education tracts” found in the governing documents.
The meeting was called to order at 2:12 p.m. by President Dianne Meriweather, who welcomed everyone to the 2017 Winter Business Meeting of AALS – the Association for Arkansas Legal Support Professionals.

The Opening Prayer was given by Janet Gordon, PP, PLS. Danny Looney-Yoder led the Pledge of Allegiance.

Sharon Davis, PLS read the NALS Code of Ethics & Professional Responsibility, and led the members in reading the AALS Mission Statement and AALS Vision Statement.

President Dianne Meriweather, PLS welcomed everyone to the 2017 AALS Winter Business Meeting, and thanked Northeast Arkansas LSP for hosting the 2017 AALS Winter Educational Conference and Business Meeting. She then stated her appreciation to all the members in attendance and looked forward to an informative and productive business session. President Dianne reminded everyone that the rules of the meeting are contained in Attachment B of the Standing Rules.

All members are voting members. There were 20 members present, so a Majority is 11 and 2/3 is 14.

April Rasdon, Judy Vance, and Amber Wigtion were in attendance at an AALS business meeting for the first time. They were invited to the front of the room and presented with their AALS pins.

There were no visitors in attendance.

The Chair appointed Belinda Penn, CCM, as the official timekeeper and Janice Miller, CPS, PLS, PP and Erma Brady, PLS, as tellers for the meeting. Parliamentarian Martha Cox, PP, PLS read the explanation of the use of a consent agenda to the members. Linda Adair, PLS, moved that we accept the consent agenda, and Danny Looney-Yoder seconded the motion. The motion carried.

**ACTION ITEMS:**

**Treasurer’s report.** The Treasurer’s report was distributed electronically prior to the meeting by AALS Treasurer Joyce Morgan. Copies were also distributed to each member in attendance. Joyce mentioned a typo that was in the version that was distributed electronically, that is now fixed. The Treasurer’s report will filed and is accepted pending financial review.

The Proposed 2017-2018 budget was reviewed. Danny Looney-Yoder moved to accept the proposed budget, and Linda Adair, PLS seconded. The motion carried.
Recommendations of the Executive Committee:

Recommendation No. 1 was to approve the topics and speakers for the 2017 Annual Conference.

- **Friday 1:45-3:00 p.m.** Attorney David Sachar, Judicial Disciplinary Committee (Satisfies Ethics requirement)
- **Saturday 8:30-9:30 a.m.** Attorney John Yates, Immigration Law
- **11:00 a.m.-Noon** Attorney John Wesley Hall, Wire Tapping (along the lines of Search and Seizure)
- **1:30-2:30 p.m.** Attorney Will Jones from the Attorney General’s Office, Cyber Crimes
- **2:45-3:45 p.m.** Attorney Will Jones, Human Trafficking

Recommendation No. 2 was to approve the proposed dates and location for the 2017 Professional Enhancement Retreat to be held at the Ferncliff Camp and Conference Center in Ferndale (in Little Rock) for June 9-10, 2017. Registration cost, topics, and speakers to be presented for approval at a later date. Cheryl Summerhill, PLS gave a brief description of the facility, and explained the purpose of the Retreat.

All recommendations of the Executive Committee were approved by the membership.

Discussion Items/Reports:

2017 Annual Conference Committee: Linda Adair, PLS, reported that there are fun name tags in the works. All speakers are now confirmed. If you have goodies to distribute, please provide at least 50 of each. Please notify Martha Cox if you have Silent Auction items to donate. A contract has been signed for the meals. The CLE classes will have fun, different names instead of the ones just discussed. Registrations will be sent to Mimi. If you want to pre-order an autographed copy of the book for the book signing on Friday afternoon during registration, indicate the number of books that you would like.

The next issue of *The Informer* is coming out in March. President Dianne Meriweather asked that the members send the emails of people who might be interested in getting a copy to Sheila Brown. Secretary Deborah Johnson will send a reminder email to the members in a week.

Scholarship/Grant Chair Belinda Penn, CCM, reminded members that the scholarship and grant applications are due.

Ways and Means Co-Chair Danny Looney-Yoder reported that there will be a Silent Auction at the Annual Meeting, and probably a drawing of some sort.

President Dianne Meriweather then recognized AALS members who are serving in any capacity for NALS:

- Doris Compton, PP, PLS, NALS Past President;
- Allison Streepey serves on the Editorial Committee;
- Tami Dodd, PP, PLS, and Deborah Johnson, PLS serve on the Manuals Task Force;
• Sheila Brown, PP, PLS, Doris Compton, PP, PLS, Cheryl Summerhill, PLS, Tami Dodd, PP, PLS, Deborah Johnson, PLS, Janice Miller, PP, PLS, CPS, and Linda Adair, PLS, serve as Exam Proctors.
• Mimi Jackson serves on the Educational On Demand Task Force, and is a Past Board Member.

President Dianne gave stars to Kara Whitehead and Cheryl Summerhill, PLS for exceptional work for AALS and working “outside the box.”

INFORMATIONAL ITEMS:
Dianne Meriweather reported the EC actions taken electronically since the Fall Business Meeting:

1. The EC approved the judges recommended by Scholarship Chair, Belinda Penn, CCM. They are Attorney Brad Broadaway, Representative Mary Broadaway, and Kim Bibb.

2. The EC approved the judges for the AALS Award of Excellence Competition as recommended by AOE Chair, Deborah Johnson.
   - For the written portion: Attorney Whitney Deacon Lloyd, Attorney Brad Perkins, and Attorney Robert Jones.
   - For the interview portion: Attorney Brianne Meeker Franks, Attorney Eddie Martin, VP of Coulson Oil, and Attorney Sara Batcheller.

3. The EC approved $25 to be transferred to the Scholarship Fund in memory of President Dianne Meriweather’s sister, Beatrice Hale.

4. The EC approved employing Christy Wilson to update the AALS website with current information for a one-time charge of $75.00. There is already an approved $25.00 fee in the budget.

5. The EC approved the contract for the 2017 Professional Enhancement Retreat to be held at the Ferncliff Camp and Conference Center in Ferndale on June 9-10, 2017.

6. The EC approved a drawing for one full registration to the 2017 Annual Conference and Spring Business Meeting. Deborah Johnson, PLS will send out an invitation to all members to submit an email to enter into the drawing.

7. The EC approved the Sales Contract for the hotel scheduled for the 2017 Annual Conference and Spring Business Meeting as presented by The Gavel Gang, aka AALS Past Presidents.

8. The EC approved the advertising costs for the 2017 Annual Conference as follows: $100.00 for a full page ad, $50.00 for a half page, $25.00 for a quarter page, and $10 for a business card-sized ad.

Danny Looney-Yoder moved to approve the actions of the EC that were taken electronically between the Fall Meeting and this meeting. Linda Adair, PLS seconded. The motion carried.
President Dianne reminded members that the correct email for submission to Publications / Communications Director Sheila Brown is sbrown@allarch.com. The next deadline for submitting items for *The Informer* is March 24, 2017. She reminded us that Cheryl Summerhill challenged each member to provide or write an educational article to be included in *The Informer*.

The Chair then called on the Ways & Means Committee to report on this meeting:

- Silent Auction: $99.00 ($49.50 to Scholarship, $49.50 to Retreat)
- Lighten Your Load: $42.73.
- Tickets for Coke Icebox: $137.00 (Linda Adair, winner!)

  Total AALS Ways & Means Proceeds for this meeting: $ 278.73

The Silent Auction items for NEALSP raised $64.00.

President Dianne again thanked NEALSP for hosting a successful meeting, and asked for a final report. Treasurer Joyce Morgan gave the report.

  There were 22 full registrations in the amount of $990.00.
  Expenses: $120.30 for lunch and $75.00 for Speakers gifts, and $63.62 for paper products and other expenses, for a total of $258.92 in Expenses.
  Total profit was $731.08.
  Therefore $365.54 goes to AALS and $365.54 to NEALSP.

President Dianne referred the attendees to the informational items and deadlines listed separately (attached). She mentioned the deadline that is coming for bids to host upcoming meetings.

There being no additional reports or comments, and after reminding members to turn in their evaluation forms, President Dianne Meriweather adjourned the meeting at 3:13 p.m.

Respectfully submitted,
Deborah S. Johnson, PLS
Ferncliff Retreat House, 1720 Ferncliff Road, Little Rock, AR 72223

Friday, June 9, 2017
5:00 p.m.  Registration
6:30 p.m.  Pampered Chef FUNDraiser (includes dinner and dessert)  Dawn Nabours, Independent Advanced Director at The Pampered Chef

Saturday, June 10, 2017
8:00 ish  Breakfast
9:30-10:30  Session - Team Building
10:45-11:45  Session - Emotional Intelligence - Tracey Dennis, Assistant VP and Trust Officer, Relyance Bank
12:00-1:00  Lunch
1:30-2:30  Session - Organize Your Life - Pam Reaves, The Container Store
2:45  Session - Piecing It All Together - Tami Dodd PP, PLS  AALS 2017-2018 President

CASUAL DRESS CODE

Ferncliff Retreat House can only accommodate 24 people.
Get your reservation made now!!  Don’t miss this exciting retreat!!
Directions:  http://ferncliff.org/about/directions/
For more site information, see http://ferncliff.org/rentals/lodging/retreat-house/

$40.00 – REGISTRATION FORM – $40.00
Registration Fee Covers Overnight Lodging and Food
Do not contact Ferncliff for reservation - WE HAVE THE ENTIRE HOUSE RESERVED!!

Name: ____________________________________________  Daytime Telephone ______________________
Address ________________________________________________________________________________________
Email address ________________________________________________  AALS Member? Yes (___)  No (___)

Please postmark your reservation on or before May 31, 2017.
A $10.00 late fee will apply for registrations received after May 31, 2017.
Make checks payable to AALS.
Mail payment to MIMI JACKSON, P. O. BOX 1267, JONESBORO, AR 72403
Work: (870) 972-1500  E-mail: mimi@owattorneys.com

MISSION STATEMENT
AALS - the Association for Arkansas Legal Support Professionals is the driving force for educating, inspiring and supporting legal professionals statewide.
Greetings from Saline County LSP!

We are pleased to announce that Sheila Brown, PP, PLS, has transferred her membership to Saline County LSP! With all other members renewing their memberships, we now have five members in the chapter – time for celebration!

Elections were held in March, and the following will serve as officers for 2017-2018:

President: Martha Cox, PP, PLS  
Secretary: Sue Holder, PLS  
Treasurer: Donna Holloway, PLS

Installation will be in April.

Other News: Saline County LSP is currently holding a fundraiser (Rada). Saline County LSP continues to have monthly meetings, with most of the business being conducted online. Saline County LSP will be hosting the AALS Fall Educational Conference and Business Meeting, and plans are being made. Details will be coming soon.

We look forward to seeing everyone at the upcoming AALS annual meeting in May.
Farewell lunch for Rita Thatcher - she retires March 31, 2017. Thanks for all your years of service and support to our association!

(Margarett Wilson, PLS, Mary Hand, PP, PLS and Rita Thatcher, ALP)
Bids for hosting 2019 Annual Conference, 2018 Fall Business Meeting, and 2019 Winter Business Meeting due to President-elect with copy to the President.

Reports due to President seeking President’s Award

AALS Annual Conference hosted by AALS Past Presidents

Professional Enhancement Retreat

AALS Fall Business Meeting hosted by Saline County LSP

66th Annual Education Conference & National Forum
Sheraton Norfolk Waterside Hotel
777 Waterside Drive
Norfolk, VA 23510

AALS Winter Business Meeting hosted by White County LSP

*Complete information located in this issue

Thank you for the privilege of serving as your Editor for The Informer for the 2016 - 2017 term.

Editor: Sheila Brown, PP, PLS