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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.

2017 - 2018 AALS Officers

President: Tami Dodd, PP, PLS
President Elect: Danny Looney-Yoder
Executive Secretary: Linda Adair, PLS
Treasurer: Mimi Jackson
Immediate Past President: Dianne Meriweather, PLS
Parliamentarian: Sharon Davis, PLS

Committee Chairs for 2017-2018:

- Parliamentarian: Sharon Davis, PLS
- Publications Director: Sheila Browne, PP, PLS
- Membership Director: Jacie Miller, PP, PLS, CPS
- Marketing Director: Debbiz Johnson, PLS, ALP
- Historian: Belinda Penn, CCM
- Certification: Martha Cox, PP, PLS
- Nominations & Elections: Linda Jones, PLS
- Scholarship/Grant: Joyce Morgan, CCM
- Award of Excellence: Tami Dodd, PP, PLS
- Ways & Means: Bonnie Moore, ALP
- Financial Review: Erma Brady, PLS and Dianne Gibson, PLS
- Chapter Presidents: NEALSP: Kara Whitehead, WCLSP: Danny Looney-Yoder, Saline County LSP: Martha Cox, PP, PLS
Wow! I cannot believe how fast the time has flown by. When I began my year as President, I thought wow, a year is a really long time. I never thought that it would seem like just yesterday that I was telling everyone to live in the NOW and to take each day as it comes. I have really enjoyed my time as President of this wonderful organization. I feel like it has given me a greater appreciation of what exactly being a part of AALS really means. I have felt the encouragement and support of each one of my AALS Pals and I cannot begin to tell you what that has meant to me. I will confess that I was very scared to become President, terrified even, as I knew I had really big shoes to fill with all the phenomenal past presidents this organization has had! However, from the first minute of being installed as your President to right this minute, to NOW, I have been given so much support from all of you that I never had the TIME to continue being nervous. I just want to say Thank You to each and every one of you for being “you” and making my TIME as your President truly enjoyable. I have no doubt that Danny will feel the way when he is installed (and I get to be past president 😊😊😊😊). I look forward to seeing everyone in Jonesboro next month for our Annual Meeting and Installation and Awards Banquet, April 27-28, where we will celebrate AALS’ 50th anniversary and the installation of our first male President. Don’t forget to register (the registration form is in this issue of The Informer). I know you don’t want to miss the opportunity to see all your AALS Pals and give your support to our incoming President! I would like to leave you all with this thought, “Learn to enjoy every minute of your life. Be happy NOW. Don’t wait for something outside of yourself to make you happy in the future. Think how really precious is the TIME you have to spend, whether it’s at work or with your family. Every minute should be enjoyed and savored NOW.” Earl Nightingale.
The meeting was called to order at 3:15 p.m. by President Dianne Meriweather, PLS. The Opening Prayer was offered by Janet Gordon, PP, PLS of White County LSP. Cheryl Summerhill, PLS of White County LSP led the Pledge of Allegiance. Martha Cox, PP, PLS of Saline County LSP then read the NALS Code of Ethics & Professional Responsibility and led the members in reading the AALS Mission Statement and the AALS Vision Statement.

President Meriweather welcomed everyone to the 2017 AALS General Assembly, and recognized and expressed appreciation to the AALS Past Presidents aka The Gavel Gang for organizing the 2017 AALS Annual Educational Conference. President Meriweather introduced the members of the Executive Committee (EC) and announced that Linda Adair, PLS would be recording the minutes of the meeting in the absence of Executive Secretary Deborah Johnson, PLS. President Meriweather recognized the AALS past presidents in attendance.

Members Karley Altazan, Avis Thompson, and Bonnie Moore were attending an AALS meeting for the first time. Luther Mitchell was a visitor. President Meriweather acknowledged AALS members who are serving NALS in various capacities.

President Meriweather stated that the rules governing the meeting are contained in Attachment B to 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.

Mary Hand, PP, PLS was appointed as the official timekeeper; Judy Vance and Margarett Wilson, PLS were appointed as tellers for the meeting.

The Consent Agenda distributed to the members was approved.

Action Items:

- The minutes of the 2016 Annual General Assembly as revised were approved as distributed.

- The Treasurer’s Report for the final quarter of fiscal year 2016-2017 was approved subject to financial review. Editorial note: the Financial Review Committee has reviewed the accounts of the fiscal year and found no errors. The report has been accepted by the EC and was distributed in the fall issue of The Informer.

- Due to the fact that no bids were received for the AALS 2019 Annual Educational Conference, a bid from White County LSP was received from the floor, and approved by acclamation.

- Motion carried to approve funding up to $500 for the incoming president-elect to attend the NALS 2017 Annual Conference in Norfolk, Virginia in October, with the stipulation that a report of activities and CLE sessions attended be presented to the membership via email following the meeting.
• Upon recommendation of the EC, motion carried that any profits from the 2017 AALS Annual Conference be distributed to AALS in the entirety.

Discussion/Informational Items:

Substitute Secretary Adair read EC actions taken since the Winter membership meeting.
1. Approved Ways & Means recommendation for Dixie Café fundraiser.
2. Approved registration costs and CLE topics for the Fall membership meeting hosted by Saline County LSP on September 9, 2017.
3. Approved AALS Professional Enhancement Retreat proposal submitted by Chair Cheryl Summerhill, PLS, on behalf of the CLEC.
4. Approved a one-time payment of $99 to Christy Wilson to upgrade the AALS website.
5. Approved the scholarship and grant report received from Chair Belinda Penn, CCM.
6. Approved transferring the AALS funds to Simmons Bank.
7. Approved Ways & Means recommendation for 50/50 fundraising event during this annual conference.

• Motion carried to approve, adopt, ratify, and affirm the actions taken by the President, Executive Committee, and membership and to consent to all business transacted, including all actions taken electronically since the Winter membership meeting, the actions taken during this meeting, and the awards to be presented during the awards / installation banquet.

The President called for reports from Appointed Officers and Chapters.
• CLE Council Chair Cheryl Summerhill, PLS announced the schedule for the Retreat, distributed copies of the registration form, and encouraged everyone to attend.
• Publications Director Sheila Brown, PP, PLS announced that the next deadline for receiving reports for The Informer is August 4.
• Belinda Penn, CCM announced the winner of the $500 Mada L. Larmore Scholarship was Samantha Holt; no applications were received for the AALS grant.
• Chapter officers shared reports including elected officers for 2017-2018 as follows:
  o Northeast Arkansas LSP – Kara Whitehead, President; Belinda Penn, CCM, Treasurer; Sharon Davis, PLS, Parliamentarian; April Rasdon, Secretary.
  o Saline County LSP – Martha Cox, PP, PLS, President; Sue Holder, PLS, Secretary; Donna Holloway, PLS, Treasurer. Sheila Brown, PP, PLS intends to join the chapter. Martha shared particulars for the Fall membership meeting and encouraged everyone to attend.
  o White County LSP – Danny Looney-Yoder, President; Cheryl Summerhill, PLS, Treasurer; Janet Gordon, PP, PLS, Secretary and Vice President.

President Meriweather then expressed appreciation to the outgoing Appointed Officers and Committee Chairs for the 2016-2017 AALS year, following which the 2017 General Assembly of AALS – the Association for Arkansas Legal Support Professionals was adjourned at 4:30 p.m. until the Awards / Installation Banquet.

* * * * *

The AALS 2017 Annual Conference reconvened at 7:15 p.m. with the Awards / Installation Banquet. President Meriweather welcomed the members and guests and then recognized the AALS past presidents in attendance. The invocation was offered by Janet Gordon, PP, PLS, following which a buffet dinner was enjoyed while pictures taken during the year played on the screen. After dinner, announcements were presented as follows:
• Brenda Welch, PLS spoke to the importance of certification.

• Belinda Penn, CCM, announced that the $500 Mada L. Larmore Scholarship was awarded to Samantha Holt, who was sponsored by NEALSP.

• President Meriweather presented the President’s Award to White County LSP.

• AALS Award of Excellence was presented by Mimi Jackson on behalf of Chair Deborah Johnson, PLS to Tami Dodd, PP, PLS.

Outgoing President Meriweather gave her final message and farewell speech, expressing appreciation to each member.

Erma Brady, PLS, presided at the Installation Ceremony of the following officers:

President - Tami Dodd, PP, PLS  
President Elect – Danny Looney-Yoder  
Executive Secretary – Linda Adair, PLS  
Treasurer – Mimi Jackson  
Immediate Past President – Dianne Meriweather, PLS  
Parliamentarian – Sharon Davis, PLS

The Installing Marshal then asked all members for their pledge of support of the newly-installed EC during the 2017-2018 AALS year.

Outgoing President Meriweather presented the AALS Gavel and the traveling President’s Pin to Incoming President, Tami Dodd, PP, PLS, after which President Dodd presented the personalized Past President’s Pin to Dianne.

Tami Dodd, PP, PLS (on behalf of Historian TJ Higgs) presented a flash drive filled with pictures from the 2016-2017 AALS year to outgoing President Dianne. Kara Whitehead then led the attendees in a toast to Dianne for her year of service.

President Tami Dodd, PP, PLS, presented her acceptance speech.

The 49th Annual General Assembly and Awards / Installation Banquet was adjourned at approximately 8:30 p.m.

Respectfully submitted,

Linda Adair, PLS on behalf of  
Executive Secretary Deborah Johnson, PLS
Minutes of the 2018 Winter Membership Meeting of
AALS – the Association for Arkansas Legal Support Professionals
Searcy, AR – January 13, 2018

President Tami Dodd, PP, PLS called the Winter Membership Meeting to order at 2:40 p.m. Janet Gordon, PLS, PP, offered the opening prayer. Debbie Johnson, PLS, ALP led in the Pledge of Allegiance. Margarett Wilson, PLS, read the NALS Code of Ethics & Professional Responsibility, and led in reading the AALS Mission Statement and the AALS Vision Statement.

President Tami welcomed the members to the 2018 Winter Business Meeting and thanked White Co. LSP for hosting the meeting. She then stated her appreciation to all the members in attendance and reminded everyone that the rules of the meeting are contained in Attachment B of the AALS Standing Rules.

The total number of members in attendance are voting members and constitute a quorum present. There were no members attending a membership meeting for the first time, and no secondary members or visitors were present. President Tami recognized and welcomed the AALS past presidents in attendance.

Cheryl Summerhill, PLS, was appointed timekeeper; Janice Miller, PP, PLS, CPS and Judy Vance were appointed tellers.

The Consent Agenda was approved. (Copy attached.)

Action Items:

Treasurer’s Reports: A revised 9/17/17 report and the 1/9/18 Treasurer’s Report were previously distributed electronically. After review, a motion carried to approve the Treasurer’s Reports subject to financial review.

The minutes of the 2017 Fall Membership Meeting were published in The Informer.

EC recommendations:

Recommendation No. 1 - approval of the proposed budget for the 2018-19 fiscal year. A motion carried to amend the proposed budget to reflect the amount of $1,000 allotted for the incoming AALS president to attend the 2018 NALS Annual Conference in Phoenix bringing the total projected expenses to $3,840 and the amount to be raised by Ways & Means Activities to $2,800. The proposed budget was approved as amended.

Recommendation No. 2: approval of NEALSP’s proposal for the 2018 AALS Annual Conference; the date and location were previously approved during the Fall Membership Meeting. Motion carried to approve as follows:

Date: April 27-28, 2018
Location: Hilton Garden Inn, 2840 South Caraway Road, Jonesboro, AR
Schedule:
Friday
Noon – 1:30 p.m.  Registration
12:30 p.m.  Award of Excellence competition judging
1:30 p.m.  Welcome and Opening Ceremony
1:45-3:00 p.m.  Attorney David Sachar (Ethics)
3:00- 3:15 p.m.  Break
3:15- 5:30 p.m.  General Assembly
6:45-7:15 p.m.  President’s Reception
7:15-9:30 p.m.  Installation / Awards Banquet
Saturday
7:30-8:15 a.m.  Breakfast and Registration
8:30-9:30 a.m.  Circuit Judge – DHS Court Procedures (Litigation)
9:30-9:45 a.m.  Break
9:45-10:45 a.m.  Spring Membership Meeting
10:45-11:00 a.m.  Break
11:00 a.m.-Noon Counselor Amy O’Neal Thomas – Home Studies in an Adoption Case (Family Law)
Noon – 12:15 p.m. Break
12:15-1:15 p.m. Lunch
1:30 - 2:30 p.m.  Judge Dan Stidham – The West Memphis 3 Cases (Litigation)
2:30 - 2:45 p.m.  Break
2:45-3:45 p.m.  Continued – The West Memphis 3 Cases (Litigation)
3:45 p.m.  Wrap Up

Registration fee: $100 for members and $150 for nonmembers. Registrations must be received by April 20 to avoid a late payment fee. The cut-off date for the $124 room rate is April 20.

Advertising Costs for the Program Book: $100.00 for full page ad; $50.00 for half page ad; $25.00 for a quarter page ad; and $10.00 for a business card-sized ad. Ads should be received by April 20. Ads and payments should be sent to Mimi Jackson.

Recommendation No. 3: approval of judges for the 2018 Award of Excellence competition:
Written portion: Attorney Kevin Orr, Legal Administration/Office Manager Lisa Owens, and Attorney Ginger Hyneman. Interview portion: Honorable Dan Ritchey, Attorney Aaron Heller, and Sherry Stringer, CPA. Motion carried to approve.

Recommendation No. 4: approval of judges for the 2018 Scholarship and Grant Awards competition: Jonesboro Mayor Harrold Perrin, Principal Dale Case of Visual and Performing Arts Magnet School, Jonesboro; and Attorney Lance Owens of OMG Law Firm. Motion carried to approve.

Recommendation No. 5: - approval of drawing for two (2) full registrations to the 2018 AALS Annual Conference. An invitation will be distributed to all members to enter the drawing via email at least three weeks prior to the conference with the drawing to take place one week following the invitation. Motion carried to approve.

Recommendation No. 6: - approval of a 50/50 drawing during the 2018 Winter Conference to raise funds for the AALS Scholarship Fund. Motion carried to approve.
Recommendation No. 7: - approval of Professional Enhancement Retreat be held on June 8-9, 2018, at the Ferncliff Retreat House in Ferndale. The meeting will begin with relaxation time and Pampered Chef “fundraiser dinner” on Friday and continue with CLE and President’s address through Saturday afternoon at a registration cost for members of $40.00. Topics are TBD. Motion carried to approve.

Recommendation No. 8. - approval of the report of the Nominations and Elections Chair as distributed to members via email on December 5, 2017 stating that Heather Edwards, ALP was elected Executive Secretary and Janice Miller, PP, PLS, CPS was elected Treasurer. (Report attached as a part of the record.) Motion carried to approve. Because there was no election of a president-elect, nominations were accepted from the floor. Debbie Johnson, PLS, ALP was nominated and elected by acclamation.

Discussion Items:

- CLE Council – Mimi asked for recommendations for the CLE topics/speakers for the Retreat to be included on the evaluation form. Topics and a date for a CLE Seminar will be set and distributed soon.
- Membership Chair Janice Miller presented a $25 gift card to Tami Dodd for bringing a visitor to a local chapter meeting.
- Historian Belinda Penn, CCM, stated that pages are available to chapters and members-at-large for including in President Tami’s history book.
- Communications Director – Next Informer deadline is March 8, 2018; submit reports and articles to Sheila Brown, PP, PLS at sbrown@allarch.com.

President Tami recognized AALS members who are serving NALS in any capacity. She expressed good wishes to Danny Looney-Yoder who will be taking the NALS PLS certification exam in March.

Informational Items:

EC Actions taken electronically since the Fall membership meeting:

1. 1/11/18 – Motion carried to approve the dates of June 8-9, 2018, the cost to members of $40, and the location of Ferncliff Retreat House for the 2018 AALS Professional Enhancement Retreat.
2. 1/11/18 – Motion carried to approve NEALSP’s proposed speakers and topics for the 2018 AALS Annual Conference.
3. 1/11/18 - Motion carried to distribute the revised 9/7/17 treasurer’s report and the 1/9/18 treasurer’s report to the membership for review prior to the winter membership meeting.
4. 1/11/18 - Motion carried to distribute the proposed 2018-2019 budget to the membership for review prior to the winter membership meeting.
5. 1/9/18 – Motions carried to approve judges for scholarship/grant awards and Award of Excellence competitions.
6. 1/9/18 – Motion carried to approve NEALSP’s proposed schedule, registration costs, and advertising costs for the 2018 AALS Annual Conference.
7. 1/9/18 – Motion carried to approve the report of the Nominations and Elections Chair.
8. 1/9/18 – Motion carried to approve the disbursement of budgeted funds for AALS past president’s pin in an amount up to $600 upon presentation of invoice.
9. 1/9/18 – Motion carried to approve a drawing for two free registrations to the 2018 Annual/Spring Conference among all AALS members. An email notice will be distributed at least three weeks prior to the conference, and a drawing will be held one week after the email notice.

10. 1/9/18 – Motion carried to approve the disbursement of budgeted funds to the bonding company when the invoice is received. (Bond is paid through March 2018.)

11. 1/9/18 – Motion carried to approve a 50/50 fundraiser to benefit the AALS Scholarship Fund during the winter conference.

12. 1/9/18 – Motion carried to approve Membership Director Miller’s proposal to draw for a $25 gift card (donated by Ms. Miller) among those members present at the winter membership meeting who have (i) sent out a recruiting packet; or (ii) brought a visitor to an AALS meeting; or (iii) provided a signed application to a prospective recruit since the fall membership meeting.

13. 12/18/17 - Motion carried to approve the transfer of $25.00 from the AALS General Fund to the AALS Scholarship Fund in honor of Cheryl Summerhill’s father Bobby Patton.

14. 11/30/17 – Motion carried to approve the topics, speakers, and schedule for the 2018 winter conference.

15. 11/14/17 – Motion carried to transfer $100.00 from AALS General Fund to the AALS Scholarship Fund in honor of our deceased Gold Member, Dot Griffin, PLS.

16. 10/17/17 – Motion carried to transfer $100.00 from AALS General Fund to the AALS Scholarship Fund in honor of our deceased Gold Member, Sue Holder, PLS.

Motion carried to ratify and approve the above-listed EC actions.

Treasurer’s Final Report for this meeting:
16 registered, 1 unable to attend.
Total receipts of $765 less $75 speakers’ gifts (3) = $690
$390 to White Co. LSP / $300 to AALS (paid $45 free registration)
AALS Silent Auction $147 (Scholarship Fund $73.50 / Retreat $73.50)
Silent Auction for White Co. LSP $69.50
Lighten Your Load $19.60 (Retreat)
50/50 winner – Judy Vance ($50 Judy / $50 AALS Scholarship Fund)

President Tami again thanked White Co. LSP for hosting the meeting and expressed appreciation to all who attended. She reminded the members to send bids for upcoming 2020 annual conference and 2019-20 membership meetings to Danny and Tami by April 1, and to submit letters to Tami for the President’s Award by April 1.

Meeting adjourned at 2:40 p.m.

Respectfully submitted,

Linda Adair, PLS
AALS Executive Secretary
NOTICE AND CALL TO 2018 ANNUAL EDUCATIONAL CONFERENCE AND GENERAL ASSEMBLY AND THE SPRING BUSINESS MEETING

TO: All Members  
FROM: Linda Adair, PLS, AALS Executive Secretary  
DATE: March 8, 2018

Pursuant to Article V, Section 1 of the Bylaws of AALS – the Association for Arkansas Legal Support Professionals, the 2018 Annual Educational Conference and General Assembly and the 2018 Spring Membership Meeting will be held at the Hilton Garden Inn, 2840 South Caraway Road, Jonesboro, Arkansas on April 27-28, 2018.

All members of this Association are invited to attend the General Assembly on Friday and the Spring Membership Meeting on Saturday and take advantage of the privileges of participation. During both the General Assembly and the Spring Membership Meeting, all members of AALS 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.

SCHEDULE OF EVENTS

Friday, April 27, 2018

12:00-1:30 p.m. Registration
12:30 p.m. Award of Excellence competition judging
1:30 p.m. Welcome
1:45-3:00 p.m. Ethics – David Sachar, Esq.
3:00-3:15 p.m. Break
3:15-5:30 p.m. General Assembly
6:45-7:15 p.m. President’s Reception
7:15-9:00 p.m. Recognition, Installation, and Awards Banquet

Saturday, April 28, 2018

7:30-8:15 a.m. Breakfast and Registration
8:30-9:30 a.m. DHS Court Procedures – Judge Melissa Richardson
9:30-9:45 a.m. Break
9:45-10:45 a.m. Spring Membership Meeting
10:45-11:00 a.m. Break
11:00-Noon Home Studies in an Adoption Matter – Counselor Amy O’Neal Thomas
Noon-12:15 p.m. Break
12:15-1:15 p.m. Networking Lunch
1:30-2:30 p.m. The West Memphis 3 Cases – Judge Dan Stidham
2:30-2:45 p.m. Break
2:45-3:45 p.m. CLE continued – The West Memphis 3 Cases
3:45 p.m. Wrap-up
For hotel reservations, please contact the Hilton Garden Inn, 2840 South Caraway Road, Jonesboro, Arkansas, directly at (870) 931-7727 and ask for the 2018 AALS Annual Conference discounted rate (breakfast incl.): $124/King. Room reservations must be made by April 20, 2018, to get the AALS discounted rate.
At the certification and installation banquet to be held at this year's AALS annual meeting, Heather Edwards, ALP (member-at-large); Bonnie Moore, ALP (NEALSP); and Toni Smith, ALP (member-at-large), will be presented with their paperweights in recognition of their attaining the Accredited Legal Professional certification this year.

ALP certification exams are scheduled for May 19, 2018 (registration deadline April 15); September 29, 2018 (registration deadline August 15); and December 1, 2018 (registration deadline November 15). PLS and PP certification exams are scheduled for March 2019 and September 29, 2018 (registration deadline August 15).

NOW is the time to set your goal to attain a certification – it’s within your reach!
AALS Scholarship/Grant Report

Only one application was received for the AALS grant, so this person will win by acclamation. Five applications were received for the AALS Scholarship. Sadly, two had to be disqualified. The three applications were hand-delivered to the three judges: Mayor Harold Perrin, Attorney Lance Owens and VPA Principal Dale Case on February 23, 2018 with instructions to return their ballots to me by no later than Friday, March 16. The winners will be announced at the Annual Meeting Banquet on Friday evening, April 27, 2018 in Jonesboro.

Joyce Morgan
AALS Scholarship/Grant Chair
2017-2018
Pictures are worth a thousand words and the Time is Now to get those pictures together to make your statement for the AALS History Book. If you have any questions or need anything, please let me know.

Belinda Penn, CCM Historian
Hi all! Can you believe we are already into the last few months of our 2017-2018 AALS year and that we are fast approaching our Annual Meeting, which is set for April 27-28, 2018, in Jonesboro? I hope that you are all planning on attending and that we have a good crowd.

I was thinking about what I should include in this issue of The Informer and was looking through what is available on the NALS website. There are so many benefits to membership in our tri-level organization – NALS, State, and Local chapters (where available), and Member-at-Large status (where no local chapter is available). Student discounts for those members who are actively pursuing their education in paralegal studies is a great benefit also. Sharing with others the benefits of membership in our Association is important in recruiting, so I decided to take this opportunity to list them for you, in case you want to create your own recruiting tool or membership list for your recruiting packets.

Below is a list of our Affinity Partners who offer discounts and special offers to NALS members. Also included is the listing of educational benefits/activities provided to us by NALS.

Again, hope to see each and every one of you in Jonesboro! Happy Spring! - Janice

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Benefits for NALS Members

Through outside sources NALS is able to provide our members with many discounted services that otherwise would be substantially more expensive. Below is an overview; to access pertinent member-only information required to take advantage of these benefits.

NALS’ Affinity Partners:

- **123CE.COM**: Give yourself the competitive edge with NALS-approved online continuing education offered through 123ce.com. 30+ specialized CLE courses are available, offering over 310 hours of NALS-approved CLE credit! NALS members will receive 10% off.

- **Aflac**: NALS is making Aflac’s accident, critical illness, life, and cancer/specified-disease insurance policies available to its members. Aflac offers a distinct type of protection. Unlike major medical health insurance, Aflac pays you (unless otherwise assigned) not the doctor or hospital. You control the cash benefits and spend them as you like to help with financial challenges an accident or illness could have to your standard of living.

- **Avis Car Rental**: We are pleased to announce that Avis is now a supplier of rental car services for members of NALS. NALS members can enjoy special member rates, considerable value-
added discounts and the latest in technology, products, and services to make your car rental experience better than ever. Some of Avis’ programs include: Complimentary Preferred® Service Enrollment, Where2TM GPS, and Avis e-Receipt.

- **Bill4Time - Time Billing Software:** Bill4Time is the leading time billing software with proven features, accuracy and functionality. Bill4Time handles your most important business matters, leaving you more time to focus on your practice. As a perk of NALS membership, all members will receive a FREE version of Bill4Time that includes ten (10) clients and fifteen (15) matters. They will also receive a 20% lifetime discount on all of Bill4Time's products and services.

- **DLS Internet Services:** DLS is a technology services provider with primary expertise in the areas of unified communications and network operations. DLS has been a trusted partner for over 20 years, helping firms stay competitive and realizing value through our comprehensive suite of technology services for feature-rich VOIP Hosted PBX integrated communications, network security, and private cloud services. We help keep your operations agile, secure and better able to harness the power of true unified communications. Members of NALS receive a 10% discount on services.

- **Email Marketing by Constant Contact®:** Are you looking for an easy, effective, and highly affordable way to get your message out to your members and build strong, successful, and lasting relationships with them? With Email Marketing by Constant Contact, you’ll create high-impact email newsletters and promotions in minutes, no technical expertise necessary. With more than 400 easily-customized templates, a simple point-and-click tool, and award-winning free customer support, you can create professional, compelling messages your audience will act on. And we make it easy for you to manage your contact lists, sign up website visitors, track your clicks and open rates, and send automated communications to new subscribers.

- **FedEx® Advantage Program:** By participating in the FedEx® Advantage Program, NALS members are eligible for the following discounts:
  - Up to 16% off select FedEx Express® U.S. shipping
  - Up to 12% off select FedEx Ground® shipping
  - Up to 20% off select FedEx Office® services

- **Hertz Car Rental:** Take advantage of special discounts available through NALS Hertz Member Savings program.

- **Liberty Mutual Insurance:** Liberty Mutual has partnered with NALS to offer member-exclusive savings on quality auto and home insurance.*

  *Discounts and savings are available where state laws and regulations allow, and may vary by state. To the extent permitted by law, applicants are individually underwritten; not all applicants may qualify.

- **Paralegal Today:** Paralegal Today is the leading, independent magazine serving the needs of paralegals and legal assistants for over 30 years. Members of NALS get a discount on subscription rates. Your subscription includes access to the current and previous digital editions which can be read online or with your iPhone, iPad or other mobile device.
• **UPS:** UPS was founded in 1907 as a messenger company in the United States. UPS has grown into a multi-billion-dollar corporation by clearly focusing on the goal of enabling commerce around the globe. Today, UPS serves more than 200 countries and territories, reaching 90% of the world’s population. Whether you need a shipment to arrive the same day, the next day, or in a few days, UPS will get your package there on time—guaranteed. UPS is the newest partner with NALS and now offers NALS members a discount of up to 26%.

@WashULaw - $10,000 Scholarship Link:
Washington University School of Law’s online Master of Legal Studies (MLS) program is designed for professionals who are interested in exploring U.S. law as it relates to a wide array of disciplines, but do not wish to practice as an attorney and earn a three-year juris doctor degree. Delivered completely online, this top-tier program features the same rigorous curriculum and is taught by the same faculty as the on-campus program at Washington University School of Law. No LSAT or GRE score are required. As a NALS member, you are eligible for a $10,000 scholarship if you choose to enroll in this program.

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**NALS Programs - Benefits for Members**

• **NALS Career Center:** Through the NALS Career Center, education and career services are now combined to deliver the ultimate platform built with the tools to meet your professional learning objectives. The NALS Career Center is part of the Legal Job Exchange, which gives your résumé more exposure and provides you with a larger selection in your job hunt. Post your résumé, have job alerts emailed to you for jobs matching your search criteria, and apply for jobs online! Take a step closer to a new job you can be excited about.

• **Certification Programs:** Demonstrate your proficiency in administrative legal skills by obtaining your Accredited Legal Professional (ALP) certification. It is the basic, entry-level certification for legal professionals. The Professional Legal Secretary (PLS) and Professional Paralegal (PP) certifications allow you to move up the career ladder by displaying your high level of knowledge and expertise. NALS has the certification for you, whether you are beginning a career in the legal industry or are a veteran paralegal ready to display your skills. With three levels of certification NALS offers something for everyone and if you are just starting your career we offer you ways to prove yourself as you advance and gain experience.

• **NALS Code of Ethics:** The NALS Code of Ethics gives you credibility in the legal industry by showing your adherence to a strict set of professional guidelines. This adherence shows your dedication to the industry and your career as a legal professional.

• **Conferences:** NALS conferences are well known for offering great education while creating a fun environment for you to enjoy your time away from the office. With state meetings and two national conferences, we hope that you can make the most out of your membership and attend a NALS conference!

• **Forums:** NALS online forums provide a platform for members to ask (and answer) questions on a variety of topics. If you have a question, look first to the NALS online forums to learn from your peers. If you are experienced in a particular field, consider answering questions and becoming a forum moderator.
• **Legal Training Course:** NALS Legal Training Courses can prepare you for a career in the legal profession and are a great way to prepare for certification. Courses are offered locally by our states and chapters—area professionals provide classroom training one or two nights a week for several weeks.

• **Member Locator:** NALS increases your opportunity for networking by providing a membership directory, assessable through your member login, that allows you to search for NALS members by last name, city, or state. When preparing your attorney for a trip to a distant location, locate a NALS member in that city for reliable local information!

• **NALS OnDemand Library:** The NALS OnDemand Library offers members a valuable education resource. We understand that you want more for your money and we are giving you just that. The OnDemand Library holds a listing of past webinars and podcasts available for download on YOUR TIME, 20+ presentations from our most popular conference sessions, a catalog of Jett Award winning chapter project outlines, the Ethics Series, The NALS Guide to Model Competencies for Legal Secretaries, and full issues of past @Law magazines in PDF format. These resources are here for you to use whenever you would like. Download to your mobile devices and tablets, and take them with you for FREE... simply for being a NALS member.

• **Publications/Communications:** NALS is on the cutting edge of technology by providing information to you in the ways you want to receive it. Whether it is a print publication, digital newsletter, email alerts, or even through social media, NALS will keep you up to date on what is going on in the association and the industry. NALS members receive a subscription to all three of NALS publications as a part of their membership—@Law, the NALS Magazine for Legal Professionals and our email newsletter, the NALS docket.

• **Specialty Certificate Program:** NALS is offering Specialty Certificates for those who want to go above and beyond. Receiving a Specialty Certificate in one of the 3 tracks designated by NALS – Litigation/Civil Law, Corporate Law, or Estate Planning/Family Law is sure to set you apart from the competition and make your area of expertise known.

• **States & Chapters:** NALS is a tri-level association, structured so that you will have a support system on every level by—local, state, and national. This allows you to be connected with legal professionals all across the country.

• **NALS WebEd Program:** Through the NALS WebEd program, NALS hosts webinars on various topics of interest to our members and others in the legal support industry. Sessions are expert driven with both a visual and audio presentation to give you an all-around great experience. As a NALS member, you will enjoy a number of free WebEd sessions and will receive a discount on all other sessions offered in this format. If you cannot make the live session, you will have the opportunity to download past sessions at your convenience! NALS brings on-demand education directly to you.

**The NALS Foundation:** The non-profit wing of NALS offers states and chapters grants to supply you with quality educational programs.
Greetings:

We last visited each other when you graced White County with your presence for the 2018 Winter Business Meeting in January. We worked hard to present informative CLE at the Winter Business Meeting, and according to the CLE evaluation forms, we succeeded in almost every area. The evaluations on all the legal ed sessions were great (thanks y’all!); but there were a few comments about the meeting room location and size (we’ll address those for any other meeting we host–BUT it did not cost us ANYTHING, so that makes for larger profits for both us and AALS!!); and we were very happy with the food prepared and do believe that it was enjoyed by all (thanks for the compliments!).

Since we will be hosting the 2019 annual meeting, we’d love to hear from you if you have any suggestions, ideas, or speakers you’d like, whether they are new or whether they are someone that has presented in the past that you’d like to hear again. You can contact Danny, Janet, Elena, or Cheryl, either individually, or together, via email with your requests. We’ll visit each request that we get to see if accommodations can be made. We were, however, disappointed that all members of AALS could not and did not attend the meeting in January. We encourage each of you to participate to your fullest ability! Support your fellow members, AALS and NALS! You will be better because of your active participation.

We can’t wait to see you again!! Speaking of which, when we see you again, it’ll be time for our chapter president, Danny Looney-Yoder, to be installed as the first male president of AALS. What a treat for you and for AALS! What a milestone! We hope that each AALS member is as excited as we are to see what Danny’s presidency holds in store. Our recommendation to you is -- Hold on!! It will be exciting!! It will be fun!! It will be a great experience for all!! It will be successful!! Also, from experiences in the past, Danny will need volunteers to step into key positions for the upcoming year. Challenge yourself! Step up and out. Contact Danny (hotrod1295@hotmail.com) today and offer to help in some way.

Since our last Informer report, we hosted a Pampered Chef FUNdraiser, garnering a good amount of profits for us to continue to support our various charity ventures in the county. Thanks to you, we made a very nice profit from the AALS Winter Business Meeting (hint, hint–that’s a very easy way to put multiple dollars of funds into your treasury). We’ve held multiple legal ed sessions for NALS exam prep, helping Danny to prepare for the PLS exam that he took on March 3, and to reinforce rules and skills for the rest of us. Also, we’ve welcomed some visitors into our midst that we hope will become members soon.

At the time of writing of this report, we are anticipating elections for 2018-2019 officers for our chapter, are eagerly preparing for the AALS annual meeting and all it entails, and are anxious to see ALL of our fellow members in April in Jonesboro.
NEALSP has had a great 2017-2018! Here are just a few highlights from our year.....

Doesn’t everyone love BBQ ribs? We found out that they do! We started off our year with a BBQ rib fundraiser raising close to $450.00 for our association. And not only does everyone love BBQ ribs but they also love diamond necklaces! Our next fundraiser was a beautiful diamond necklace that Sissy’s Log Cabin donated with a value of $585.00. This fundraiser hit close to Christmas and wow...the attorneys in Jonesboro were hoping to win this necklace (and score major points with their wives) and we were able to raise $900.00 for our association.

We’ve raised money and we’ve also learned along the way, too. We’ve had great CLE with the help of our local attorneys, Kevin Orr and Curt Hawkins. We observed Court Observance Week in October hosting students from Jonesboro High School who spent time at the Craighead County Courthouse observing court, hearing from different judges and court officials, taking a tour of the courthouse and ending with lunch provided by NEALSP.

We took a break from business and celebrated the holidays! To celebrate Thanksgiving, we donated $100.00 to the NEA Food Bank. For our Christmas donation, we partnered with the Craighead County Bar Association with each association donating $500.00 each to CASA. We were invited to attend the Bar Association Christmas party where we raised money by selling tickets for door prizes and we were able to present CASA with the $1,000.00 donation.

We are closing out our year with our annual Bosses’ Night and Officer Installation and most importantly, we are preparing to host Annual Meeting! We are excited to have our AALS’ pals come to Jonesboro, and we look forward to great CLE and an overall fun weekend with all of you! Be sure to fill out your registration form which is included in this edition of The Informer...we want to see ALL of you in Jonesboro April 27-28!

Kara Whitehead
NEALSP 2017-2018 President
Saline County is excited to host the AALS 2018 Fall Educational Conference and Membership Meeting on September 8, 2018. The meeting will be held at the Butler Center, Room 124, located in the Central Arkansas Main Library Complex, 401 President Clinton Avenue, Little Rock, Arkansas. Saline County believes that the CLE being offered at the fall meeting is timely and applicable to all members, as well as non-members.

The three hours of CLE to be offered are as follows:

1. C.R.A.S.E. (Civilian Response to Active Shooter Events) Class will be presented by Sergeant Jeffrey Plunkett with the Emergency Management Office of the Little Rock Police Department. This class will be divided into two one-hour sessions. This class is designed to teach the average citizen how to respond to an active shooter situation. This class is to mentally prepare attendees to save lives should they ever be caught up in an active shooter attack.

2. Situational Awareness/Self-Defense, Home Safety, and Traffic Stops will be presented by Officer Michelle Hill, the Public Affairs Officer with the Little Rock Police Department. This will be a one-hour session that covers tips for personal safety.

A flyer will be handed out at the AALS annual meeting in Jonesboro, which may be shared with your co-workers, family, and friends who may be interested in attending the sessions. The meeting room will only seat 40, so get your registration in as soon as it is published in The Informer in August.

Dianne Meriweather, PLS, and Donna Holloway, PLS, have continued to have health issues but are improving, for which we are thankful.

We are looking forward to attending the annual meeting in Jonesboro.
Upcoming Events

April 27-28, 2018:  *AALS Annual Meeting hosted by NEALSP

Sept 20-22, 2018  NALS 67th Annual Education and Networking Conference
Phoenix, Arizona

*Complete information located in this issue

Link to NALS Upcoming Events: http://www.nals.org/events/event_list.asp