

# The Informer

XXXXVIII / Number 2

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## RECIPE FOR SUCCESS

*2018-2019 Competition - Don't forget about the LET'S GET COOKING Competition!!!*

Each member can build their kitchen as they choose, use other colored paper, etc., as long as it is 8 1/2 x 11. Each member is to write their activity into the designated space and present to Cheryl for approval. Cheryl will then present kitchen item(s) and initial the competition sheet as your items are received.

The competition is designed to encourage each member to participate fully in the activities of the association. Each member can submit their kitchen for competition at annual meeting. Prizes will be awarded!!

This will be a fun competition to see who can build the best recipe, the best kitchen, or the best "success", and who can win the biggest prize.

Get busy. Participate!! Get your stickers!! Time is running out.

## Let's Get Cooking!

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*Cheryl has your "kitchen" page and stickers, i.e., pots/pans, cooking utensils, food, serving pieces, spices, etc. for every activity that you do (participate in local and state chapter meetings, CLE sessions, special events, i.e. law day, anniversary events, community activities, articles or committee reports submitted, official publication articles, NALS meetings, NALS online studies, NALS activities, and other association activities, etc.).*

*If you earn stickers between Winter meeting and April 10, just email Cheryl at ([summerhillcheryl@hotmail.com](mailto:summerhillcheryl@hotmail.com)) with the details of your events and stickers will be mailed to you.*



# CHRISTMAS TIME IS COMING!!!

*By President Danny Looney Yoder*

It is truly hard to believe that Christmas is just few days away. Do you have all your holiday meals planned and your food purchased so that you can create your own yummy RECIPES??? Santa requires a lot of good food to start his trek on Christmas Eve, so as Santa's Chef, it is our responsibility to ensure that he is able to pack the sleigh with all the goodies!!

Christmas and the New Year allow me to sit back and reflect back on 2018. Great things happened!!



AALS-the Association for Arkansas Legal Support Professionals turned the big 5-0!!!! [and so did I!!]. Like many things in this fast-paced society, times have changed. We were once a thriving Association and we are now faced with member numbers dwindling, lack of participation, and doldrums that I wish could be Scrooge or Grinch-related, but somehow, I don't think that's the truth. I ask myself--could I have done more? Could I have been more active? Could I have been a more productive member? Could I have been all those things? Well, my answer is YES!! What is your answer? I believe that we all can be YEAST that makes the RECIPE rise. I hope that each of you will do a little more in 2019 so that this Association will continue to survive and thrive.

Each of you now has the opportunity to be more and do more!! Cheryl Summerhill, PLS, has been appointed by NALS to chair the Little Rock 2019 Education Conference Task Force for the NALS meeting scheduled for September, 2019. This is exciting news for us, for our state, for our state association, and for each of us individually!! How long has it been since you attended at NALS event? Have you ever?? Now is the perfect opportunity for you!! You can offer to help (there will be places that AALS members will be needed when the conference comes to town!!). You can pay your registration fee when it becomes available and then attend a national conference, in our state, get some really good legal ed, some excellent networking, and be able to absorb a lot of that energy and excitement that comes from associating with other NALS pals.

As we get ready to send 2018 out in a festive style and usher in a new year, be sure to ask yourself—How can next year be better? New officers for 2019-2020 have been elected and will be installed at the annual meeting in May. Debbie Johnson, incoming president, will be reaching out to YOU to fill important positions on her board and on committees. It takes all of us INGREDIENTS to create a perfect RECIPE, so when she contacts you, I encourage you to think long and hard—what can I do for this Association? This association needs you and you could be the person to make a difference---it takes all INGREDIENTS for the dough to rise to make that perfect loaf of bread. So when the call comes, your answer should simply be, “yes, I can help”.

When you see the Notice and Call for the Winter Business Meeting in this publication, mark your calendar for January 26, 2019, and send in your registration. I am looking forward to seeing all the wonderful Chefs in attendance so that we can complete another RECIPE FOR SUCCESS. I wish each of you a very Merry Christmas and a prosperous, healthy and safe New Year!!!



## QUICK ITALIAN CREAM CAKE RECIPE

By Sue Holder, PLS, and given to Danny Looney Yoder

### Ingredients:

1 package white cake mix with pudding  
3 large eggs  
1 1/4 cups buttermilk  
1/4 cup vegetable oil  
1 (3 1/2-ounce) can flaked coconut  
2/3 cup chopped pecans, toasted  
3 T Rum (optional)  
Cream Cheese Frosting (below)



### Preparation:

Beat first 4 ingredients at medium speed with an electric mixer 2 minutes. Stir in coconut and pecans. Pour into 3 greased and floured 9-inch round cake pans.

Bake at 350° for 15 to 17 minutes or until a wooden pick inserted in center comes out clean. Cool in pans on wire racks 10 minutes.

Remove from pans, and cool completely on wire racks.

Sprinkle each cake layer evenly with rum, if desired; let stand 10 minutes.

Spread Cream Cheese Frosting between layers and on top and sides of cake. Chill 2 hours before slicing.

### Cream Cheese Frosting

#### Ingredients:

1 (8-ounce) package cream cheese, softened  
1/2 cup butter or margarine, softened  
1 (16-ounce) package powdered sugar  
2 teaspoons vanilla extract  
1 cup chopped pecans, toasted

#### Preparation:

Beat cream cheese and butter at medium speed with an electric mixer until smooth. Gradually add powdered sugar, beating until light and fluffy. Stir in vanilla and pecans. Frost cake when completely cooled.

Sue's emailed note to Danny stated: *"I have just taken this out of the oven and my house smells sooooo good. I used Rum extract rather than Rum."* Oh, how I miss Miss Sue!!!

## **AALS ELECTED OFFICERS 2018-2019**

**Danny Looney Yoder, President - [hotrod1295@hotmail.com](mailto:hotrod1295@hotmail.com)**

**Debbie Johnson, PLS, President-Elect - [dsj04487@gmail.com](mailto:dsj04487@gmail.com)**

**Heather Edwards, ALP, Executive Secretary - [hedwards@fc-lawyers.com](mailto:hedwards@fc-lawyers.com)**

**Janice Miller, PP, PLS, CPS, Treasurer - [janice.miller@acxiom.com](mailto:janice.miller@acxiom.com) /  
[jmille@acxiom.com](mailto:jmille@acxiom.com)**

**Linda Adair, PLS, Parliamentarian - [ladair@richsmithdev.com](mailto:ladair@richsmithdev.com)**

**Tami Dodd, ALP, PLS, PP, Immediate Past President - [tsdodd2@gmail.com](mailto:tsdodd2@gmail.com)**

## **APPOINTED OFFICERS AND COMMITTEE CHAIRS**

Historian	Belinda Penn, CCM
Marketing Director	Mary Hand, PP, PLS
Publications Director	Christy Wilson
Membership Director	VACANT
Award of Excellence Certification	Danny Looney Yoderr
Nominations & Elections	Janet Gordon, PP, PLS
Scholarship/Grant	Martha Cox, PP, PLS
CLE Council	Elena Quillen, PLS
	Janet Gordon, PP, PLS, Chair (2018-2019)
	Erma Brady, PLS (2018-2020)
	Tami Dodd, PP, PLS (2018-2020)
	Janet Gordon, PP, PLS (as Certification Chair)
Ways and Means	Karley Altazan

**2018 FALL MEMBERSHIP MEETING AND EDUCATIONAL CONFERENCE  
AALS - THE ASSOCIATION FOR ARKANSAS LEGAL SUPPORT PROFESSIONALS  
Little Rock, Arkansas  
September 8, 2018**

**Minutes**

President Danny Looney-Yoder called the 2018 Fall Membership Meeting to order at 1:41 p.m. Martha Cox, PP, PLS offered the opening prayer; Margaret Wilson, PLS, led in the Pledge of Allegiance; and Doris Compton, PP, PLS, read the NALS Code of Ethics & Professional Responsibility and led in reading the AALS Mission Statement and Vision Statement.

President Danny Looney-Yoder welcomed the members and one guest, Sheila Brown, to the meeting and expressed appreciation to Saline County LSP for hosting the meeting. President Danny stated that all members present as voting members constitutes a quorum. President Danny recognized the eight AALS past presidents in attendance.

The Chair appointed Cheryl Summerhill, PLS, as the official timekeeper, and Elena Quillen, PLS, and Janet Gordon, PP, PLS as tellers. Parliamentarian Linda Adair, PLS, read the explanation of the use of a consent agenda. Motion carried to approve the Consent Agenda.

**Action Items:**

- Minutes of the 2018 Spring Membership Meeting: The Spring membership meeting minutes have been revised since publication in *The Informer* due to some editorial changes from the published version. Copies were provided for review. The revised minutes will be published in the next issue of *The Informer*. Motion carried to publish the revised minutes.
- Treasurer's Report: A Treasurer's report as of September 1, 2018, was distributed electronically. Treasurer Janice Miller, PP, PLS, CPS, provided copies of the report for review. The Treasurer's report will be filed and is accepted pending financial review.

**Recommendations of the Executive Committee:**

- Recommendation No. 1 was to approve the Report of the 2017-2018 Financial Review Committee as submitted by Cheryl Summerhill, PLS, and Janet Gordon, PP, PLS.
- Recommendation No. 2 was to approve the Report of the Annual Conference Financial Review Committee as submitted by Cheryl Summerhill, PLS, and Janet Gordon, PP, PLS.
- Recommendation No. 3 was to approve one scholarship in the amount of \$500 and one grant in the amount of \$500 for the upcoming 2019-2020 school year, as funds in our Scholarship account allow.
- Recommendation No. 4 was to approve the proposal from NEALSP for the 2019 AALS Winter Meeting.

**Date:** January 26, 2019

**Location:** Election Annex, 315 West Jefferson, Jonesboro, AR 72401

**Schedule:**

9:30 Judge Tonya Alexander-Mental Health Court and Veterans Court

10:45 Judge Brent Davis-Adult Drug Court  
12:30 Taty Rossman-Juvenile Drug Court  
AALS Winter membership meeting to follow

**Full Registration fee:** \$45.00 for members and \$60.00 for non-members

- Recommendation No. 5 was to approve the proposal from White County LSP for the 2019 AALS Annual Conference.

**Dates:** May 3-4, 2019

**Location:** Holiday Inn Express, 3660 Ferren Trail, Searcy, AR 72143.

**Room Rates:** \$114.99 for single or double queens. Breakfast is included for all guests staying at the hotel.

**CLE:**

- Ethics (as prescribed by the AALS guidelines) (Buck Gibson)
- Bankruptcy (Sydney Rasch)
- Cyber Security (Preston Yoder)
- Two other topics and speakers will be presented at a later date for approval.

**Schedule of Events**

**Friday, May 3, 2019**

12:00 - 2:00 p.m. Registration  
2:00 p.m. Judging of AOE  
2:45 p.m. Welcome and Opening Ceremony  
3:00 - 4:00 p.m. Legal Ed  
4:00 - 4:15 p.m. Break  
4:15 - 6:00 p.m. AALS General Assembly  
7:00 p.m. President's Reception  
7:30 - 10:00 p.m. Recognition and Awards– banquet, installation ceremony, president's address

**Saturday, May 4, 2019**

8:00 - 8:45 a.m. Breakfast and Registration  
9:00 - 10:45 a.m. Spring business meeting  
11:00 - 12:00 p.m. Legal Ed  
12:15 - 1:15 p.m. Networking Lunch  
1:30 - 2:30 p.m. Legal Ed  
2:30 - 2:45 p.m. Break  
2:45 - 3:45 p.m. Legal Ed  
3:45 - 4:00 p.m. Break  
4:00 - 5:00 p.m. Legal Ed

**Registration Fee for members:**

Full Registration \$100.00  
With Late Fee \$110.00  
Individual Events \$10.00 for each individual legal education session  
General Assembly \$10.00  
Saturday meeting \$5.00

**Registration Fee for non-members:**

Full Registration \$150.00  
With Late Fee \$160.00  
Individual Events \$25.00 for each individual legal education session  
General Assembly \$10.00  
Saturday meeting \$5.00

**Guests:**

Friday dinner \$30.00  
Saturday lunch \$20.00

**Advertising:**

Attachment D to the AALS Standing Rules contains Guidelines for Hosting Annual Educational Conference and Spring Membership Meeting. These Guidelines contain a page for Sponsorship and Advertisement Requests with costs already included. We propose to follow the guidelines as set forth, i.e.,

Full Page \$100  
Half Page \$50  
Quarter Page \$25  
Business Card \$10

- Recommendation No. 6 was to approve the payment of AALS annual conference registration fees for the voting officers of the EC be paid to the host chapter as funds are available.
- Recommendation No. 7 was to approve the drawing for two free registrations to the AALS 2019 Winter Educational Conference and Membership Meeting.
- Recommendation No. 8 was to approve a 50/50 drawing “opportunity” to take place during the Fall Membership Meeting and Conference to raise funds for the Scholarship account.

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

**Discussion Items/Reports:**

- CLE Council Report: CLEC Chair Mimi was not attendance, but per email to the EC she recommended that AALS discontinue the annual Retreat and recommended that members participate in NALS CLE online and maybe schedule an annual get together for fun. The 2019 AALS Professional Enhancement Retreat was discussed in length during our EC meeting, and the EC voted to proceed with the 2019 Retreat. The CLEC was notified of this decision via email.
- Membership Chair Report: As previously reported in the president’s letter published in *The Informer*, Judy Vance resigned from this position. No one has volunteered to fill this vacancy. President Danny asked the membership for a volunteer, and no one stepped up to fill this position. For the time being President Danny will monitor the Membership Competition as set forth in the prior meeting and make the awards during the annual meeting.
- Communications Report: President Danny reported on behalf of Christy Wilson that the next *Informer* deadline is **December 14, 2018**. President Danny reminded committee members, EC members, and CLEC that according to the AALS Guidelines for Officers and Committee Chairs, all officers and committee chairs

should be submitting reports to Christy for inclusion in *The Informer*. Additionally, he stated that CLE articles, chapter reports, member at large reports, and professional development reports could be submitted by members.

- **NALS Report:** President Danny advised the membership that NALS has gone digital. All publications are being sent in digital format. NALS Resource Center has been sold. The NALS mailing address for general correspondence is

NALS, Inc.  
P.O. Box 470348  
Tulsa, OK 74147

The NALS mailing address for submitting mailed payments is  
NALS, Inc.  
Dept. #170  
P. O. Box 701683  
Tulsa, OK 74170

The lockbox address for submitting payments to the NALS Foundation is  
NALS, Inc.  
Dept. #172  
P. O. Box 701683  
Tulsa, OK 74170

If you are not receiving emails and notifications from NALS, go to the NALS webpage, log in, and update your contact information.

Janet Gordon, Certification Chair advised the membership that NALS is offering ALP/PLS testing online.

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

- Doris Compton, PP, PLS serves as a Past President.
- Allison Streepey, PLS serves on Editorial and Marketing Board.
- Debbie Johnson, PLS, ALP and Tami Dodd, PP, PLS serve on the Manuals Task Force.
- Martha Cox, PP, PLS; Debbie Johnson, PLS, ALP; Janice Miller, PP, PLS, CPS; Cheryl Summerhill, PLS; Sharon Davis, PLS; Tami Dodd, PP, PLS; Linda Adair, PLS; and Doris Compton, PP, PLS, serve as Exam Proctors.
- Mimi Jackson serves on the NALS Foundation.

Martha Cox, PP, PLS, stated that the call for nominations will be sent in early November. She also encouraged members to step up to chair committees and serve AALS in any capacity of interest.

### **Informational Items:**

President Danny reported the EC actions taken electronically since the spring membership meeting and those taken during the fall EC meeting:

1. 6/12/18: EC approved payment for a \$25 honorarium to be made to the Thea Foundation on behalf of Kristen Lippincott, who was a speaker at Retreat.
2. 7/25/18: Motion carried to increase the yearly payment to website host Christy Wilson to a total of \$40 payable when invoiced.



3. 8/13/18: Motion carried to provide the \$100 budgeted item for NALS Foundation, and that AALS President Danny or Treasurer Janice Miller be designated to carry the donation to the NALS Conference in Phoenix-Mesa in September.
4. 8/30/18: Following the EC's action and amendment during the spring meeting, a note was distributed to the membership regarding the fall meeting free registration opportunities for four members. Thirteen responses were received, and the winning entries were by Deborah Johnson, Martha Cox, Linda Adair, and Margaret Wilson.
5. AALS LOGO: At our meetings earlier this year, a motion carried to change the AALS website logo upon the approval of NALS. No action had been taken at the time of the fall EC meeting, but Parliamentarian Linda Adair agreed to look into this process and report back. *Editorial Note: NALS informed us that because the proposed logo does not incorporate the actual NALS logo, it does not need approval from NALS. President Danny informed Christy that we can proceed to use the proposed logo.*
6. 9/6/18: The EC considered the CLEC chair's suggestion to forego the retreat, but the consensus of the EC was to go forward with the retreat for at least the upcoming year. Ferncliff Retreat House was the first choice of venue but returning to Lake Point Conference Center in Russellville was also discussed. The CLEC has been asked to move forward so that the retreat can be scheduled within the timeframe in our Guidelines.
7. 9/6/18: EC approved the 2018 Financial Review report submitted by Cheryl Summerhill, PLS and Janet Gordon, PP, PLS. The report will be included in the next issue of *The Informer*.
8. 9/6/18: EC approved the Annual Conference Financial Review report submitted by Cheryl Summerhill, PLS and Janet Gordon, PP, PLS. The report will be included in the next issue of *The Informer*.
9. 9/6/18: EC approved the proposal by NEALSP for the 2019 Winter Conference and Membership Meeting.
10. 9/6/18: EC approved the proposal by WCLSP for the 2019 Annual Conference and Spring Membership Meeting.
11. 9/6/18: EC approved a drawing for two full registrations to 2019 Winter membership meeting. Heather Edwards, ALP will send out an invitation to all members to submit an email to enter into the drawing at least three weeks prior to the meeting.
12. 9/6/18: EC approved payment of AALS annual conference registration fees for the six voting members of the EC.
13. 9/6/18: EC approved payment of \$55.74 to Belinda Penn as reimbursement for history book supplies.
14. 9/6/18: EC approved payment of \$40.00 to Christy Wilson for her annual web hosting fee.
15. 9/7/18: EC approved the revised AALS 2018 Spring Membership meeting minutes.

**A motion carried to ratify and approve the actions of the EC that were taken between the spring meeting and this meeting.**

Ways & Means Committee report:

- Silent Auction: \$131 (\$65.50 to Scholarship; \$65.50 to Retreat)
- Lighten Your Load: \$15.70 (Retreat)
- 50/50 drawing: \$92 (Mary Hand winner of \$46; Scholarship Fund \$46)

Treasurer Janice Miller, PP, PLS, CPS, reported seventeen full registrations and one partial registration. Total receipts of \$720 less expenses (\$302.52) netted \$417.48 to be divided as \$208.74 to AALS general fund and \$208.74 to Saline County LSP.

There being no additional reports or comments, President Danny adjourned the meeting at 2:34 p.m.

Respectfully submitted,

Heather Edwards, ALP

AALS Executive Secretary

**NOTICE AND CALL TO THE AALS 2019 WINTER EDUCATIONAL  
CONFERENCE AND MEMBERSHIP MEETING**

TO: All Members  
FROM: Heather Edwards, ALP, AALS Executive Secretary  
DATE: December 19, 2018

Pursuant to Article IX, Section 2(b) of the Bylaws of AALS – the Association for Arkansas Legal Support Professionals, the AALS 2019 Winter Educational Conference and Membership Meeting will be held at Election Annex, 315 West Jefferson, Jonesboro, Arkansas, on Saturday, January 26, 2019.

During the Winter Membership Meeting, all individual, retired, and life members of AALS in attendance have the right, privilege, and responsibility to enter into discussion of any issue, to make and second motions, and to vote.

**SCHEDULE OF EVENTS  
AALS 2019 Winter Educational Conference and Membership Meeting  
Saturday, January 26, 2019**

9:15 a.m. – 9:30 a.m.	Registration
9:30 a.m. – 10:30 a.m.	Judge Tonya Alexander, Mental Health Court and Veterans Court
10:30 a.m. – 10:45 a.m.	Break
10:45 a.m. – 11:45 a.m.	Judge Brent Davis, Adult Drug Court
11:45 p.m. – 12:30 p.m.	Networking Luncheon
12:30 p.m. – 1:30 p.m.	Taty Rossman, Juvenile Drug Court
1:45 p.m.	AALS Winter Membership Meeting

**AALS 2019 WINTER EDUCATIONAL CONFERENCE AND MEMBERSHIP MEETING**

January 26, 2019  
 Election Annex, 315 West Jefferson, Jonesboro, AR 72401  
 Hosted by NEALSP

**REGISTRATION**

Name \_\_\_\_\_ Member # \_\_\_\_\_

Address \_\_\_\_\_

Chapter \_\_\_\_\_ Daytime Telephone \_\_\_\_\_

Employer \_\_\_\_\_

Email address \_\_\_\_\_ First time attendee? Yes ( ) No ( )

\*\*\*\*\*

		<b>Member</b>	<b>Nonmember / Guest</b>
9:15-9:30	Registration		
9:30-10:30	Judge Tonya Alexander, Mental Health Court and Veterans Court	___ \$10.00	___ \$15.00
10:45-11:45	Judge Brent Davis, Adult Drug Court	___ \$10.00	___ \$15.00
11:45-12:30	Networking Luncheon	___ \$ 10.00	___ \$15.00
12:30-1:30	Taty Rossman, Juvenile Drug Court	___ \$10.00	___ \$15.00
1:45	Winter Membership Meeting	___ \$ 5.00	___ \$ 5.00
<b>Full Registration</b>		<b>\$45.00</b>	<b>\$65.00</b>

**TOTAL ENCLOSED:**    \$ \_\_\_\_\_

**Your early registration will assure that enough meals and meeting materials are available. A \$10.00 late fee will apply for all registrations received after January 5, 2019. Make checks payable to AALS, and mail as quickly as possible to Janice Miller, PP, PLS, CPS, 200 Sandhill Road, Lonoke, AR 72086.**

May 7, 2018

TO WHOM IT MAY CONCERN:

Re: AALS Financial Review 2017-2018

Please be advised that the AALS Financial Review Committee, consisting of Cheryl Summerhill, PLS, and Janet Gordon, PP, PLS, has reviewed the AALS bank statements and treasurer's records from April 2017 through March 2018.

Please be advised that the Simmons Bank statement dated January 31, 2018, shows an interest deposit in the sum of \$x.xx which has not been included in the Treasurer's Report. Therefore, this interest payment should be posted and the ending balance in the final Treasurer's Report should be increased by \$1.62 to show a corrected balance of \$XX,XXX.XX.

Thank you for the privilege of serving on the AALS Financial Review Committee.

Respectfully Submitted,

/s/ Cheryl Summerhill  
Cheryl Summerhill, PLS

/s/ Janet Gordon  
Janet Gordon, PP, PLS

July 13, 2018

TO WHOM IT MAY CONCERN:

**RE: AALS 2018 Annual Meeting Financial Review**

Please be advised that the AALS Financial Review Committee, consisting of Cheryl Summerhill, PLS, and Janet Gordon, PP, PLS, has reviewed **scanned copies** of a July 13, 2018, bank statement, cancelled checks, registration list, sponsor/advertisement list, and expenses list provided by Mimi Jackson for the AALS 2018 Annual Meeting. All originals were sent by Mimi Jackson, USPS certified mail, on June 15, 2018, but as of the date of this review, the packet has not yet been received (it arrived in Little Rock on June 20, but has never left that destination, nor has it been located). Therefore, **our review is based on reviewing copies only**. Should the originals ever be located and/or received, this Financial Review Committee agrees to perform a supplemental review and report accordingly.

Please be advised that there is no dollar amount listed on the cost of the snack break provided by Dianne Gibson on the sponsor/advertisement section of the documentation. The total sponsor/advertisement income listed is \$X,XXX.00. The listed sponsor/advertisement amounts total \$X,XXX.00, so we assume by deduction that the cost of the snack break was \$XX.00, which would then equal the total of \$X,XXX.00. Therefore, in an effort to make all documentation correct, the cost of the snack break should include the amount of \$XX.00. After making this correction, all records reviewed are found to be balanced and in good standing.

Thank you for the privilege of serving on the AALS Financial Review Committee.

Respectfully Submitted,

/s/ Cheryl Summerhill  
Cheryl Summerhill, PLS

/s/ Janet Gordon  
Janet Gordon, PP, PLS

October 15, 2018

TO WHOM IT MAY CONCERN:

**RE: SUPPLEMENTAL AALS 2018 Annual Meeting Financial Review**

As a supplement to our July 13, 2018, Financial Review Report, the AALS Financial Review Committee, consisting of Cheryl Summerhill, PLS, and Janet Gordon, PP, PLS, report that the original documents were received on October 10, 2018, via USPS, certified mail, restricted delivery.

Following review of these documents, this committee is happy to finalize our report by stating that all records have been reviewed and are found to be in good standing, showing the profits for the 2018 AALS Annual Meeting as:

\$X,XXX.XX for AALS and  
\$X,XXX.XX for NEALSP.

We applaud NEALSP for a great meeting and Mimi Jackson for great record keeping.

This concludes our duties for the 2018 AALS Financial Review Committee. We appreciate the opportunity to serve in this capacity.

Respectfully Submitted,

/s/ Cheryl Summerhill  
Cheryl Summerhill, PLS

/s/ Janet Gordon  
Janet Gordon, PP, PLS

# **CERTIFICATION REPORT**

Submitted by Janet Gordon, PP, PLS

I want to begin by congratulating Felicia Reynolds, ALP, who passed the NALS ALP exam in September! This is a great accomplishment, Felicia, and all of your fellow AALS members are proud of you!

Did you know that all of the NALS certification exams are now available on line? You can access the registration forms by going to the NALS website and opening the “events” tab. There is an online registration form that can be submitted at any time. You will also find information regarding scheduled study hall sessions that are available to assist you in your studies.

We are coming to the end of yet another year, and now is the time when we start looking ahead to the next year and wondering what challenges lie ahead. Maybe you are making New Year’s resolutions. Certification can be a very rewarding resolution! Attaining certification may be just the boost you need to further your career as a professional in the legal field. Even if you have been in the profession for many years, it’s never too late to step up and certify!

Please contact me if I can assist you in any way in your certification endeavors. Let me know once you have registered for an exam so I can cheer you on!

**YOU CAN DO IT!!!!!!!!!!!!!!**

I wish all of you and your families a wonderful, safe, blessed Christmas! We all have so much to be thankful for. I am very thankful and blessed to have all of you in my life!

**MERRY CHRISTMAS AND HAPPY NEW YEAR!**

# FINAL REPORT OF NOMINATIONS AND ELECTIONS COMMITTEE

**Martha Cox, PP, PLS, Chair**  
December 6, 2018

Pursuant to AALS Guidelines, a call for 2019-2020 officer nominations was sent out to the membership on October 22, 2018, with a deadline to respond by November 8, 2018.

Nominations received for the three offices included:

- Four nominations for President-elect -- one accepted and later withdrew her acceptance and three declined.
- Six nominations for Executive Secretary -- one accepted, four declined, and one did not respond to the nomination.
- Five nominations for Treasurer -- four declined and one accepted.

On November 15, 2018, a sample ballot with information submitted by each candidate for the offices of AALS Executive Secretary and Treasurer was sent via email to each voting AALS member. On November 30, 2018, official ballots for the respective 2019-2020 officers were sent via email to each voting AALS member, with instructions to cast votes by December 5, 2018.

AALS members elected the following to their respective offices for 2019-2020:  
Executive Secretary: Heather Edwards, ALP  
Treasurer: Doris Compton, PP, PLS

Congratulations to our newly-elected officers and to our incoming President Debbie Johnson, PLS, ALP, of NEALSP and (to be) Immediate Past President Danny Looney-Yoder of White County LSP. These four officers will be installed into their respective offices during the 2019 AALS Annual Conference Installation and Awards Ceremony to be held in Searcy, Arkansas, on May 3, 2019.

Thank you for allowing me to serve AALS as chair of the Nominations and Elections Committee for 2019-2020. Pursuant to the direction of the AALS Guidelines, all ballots have been destroyed.



# WHITE COUNTY LSP PRESIDENT'S REPORT

Submitted by Janet Gordon, PP, PLS

Since the last report White County LSP attended the AALS Fall Membership Meeting hosted by Saline County. We enjoyed the legal ed sessions and getting together with everyone. We all had a great time--including Danny who got to participate in a self-defense exhibition!

WCLSP has held two "fun night" activities and enjoyed some good food, fellowship and relaxation. If you would like to be notified of our next outing please let one of us know, and we will be sure to include you when we send out invitations.

We held our annual non-traditional Thanksgiving get-together at Danny's house this year. We celebrated Thanksgiving, held a Pampered Chef Fundraiser and shopped for Christmas all in the same evening!

Our chapter donated funds to The Call to provide Thanksgiving food baskets to White County foster families. We are also donating funds to assist them with providing Christmas food baskets.

We continue making preparations for the 2019 AALS Annual Meeting. Are you getting your Derby attire ready? Remember, there will be a prize for the best Derby costume and the best Derby hat/fascinator. We are excited about hosting the meeting and having some Derby fun!

**We wish all of you a very Merry Christmas and a fantastic New Year!**

See you soon at the AALS Winter Meeting.

## REPORT FROM SALINE COUNTY LSP

By Martha Cox, PP, PLS

Merry Christmas and Happy New Year from Saline County LSP! This past year has sped by for the members of SCLSP, as I'm sure it has for everyone. Although SCLSP only has three members, we have continued to hold monthly meetings with CLE whenever possible. We held a fund raiser (selling Rada Cutlery) in September, the profits from which enabled the chapter to make a donation to the Bryant Animal Shelter in November and to The Vines and the Branches (an organization that assists families in abusive situations) in December.

Dianne Meriweather and Donna Holloway are both recuperating from recent surgeries, and we wish them both a speedy recovery!

We look forward to seeing everyone in January at the AALS Winter Conference.

# WILLS VS. TRUSTS

Submitted by Janet Gordon, PP, PLS  
CLEC Chair

When it comes to estate planning and dealing with assets, many people consider having a Will or Revocable Trust prepared as a means to distribute their assets upon their deaths. Clients should meet with an estate planning attorney who can advise them of their options and help them make an informed decision as to which way to go, i.e., Last Will and Testament or Revocable Trust. Many times it comes down to the personal choice of the client as to which instrument they want to use. Both are used to distribute assets upon your death, but each instrument has its own distinct process for doing so.

Wills are usually less expensive to prepare depending upon the complexity of the distribution of assets. However, Wills have to be probated. A probate proceeding may cost several thousand dollars and sometimes take a considerable amount of time to process through the courts. Some probate proceedings have continued for years before distribution of assets could be accomplished. Revocable Trusts are more expensive to generate up front but, if all assets are titled in the trust, the successor trustee can distribute the assets to the Trust beneficiary or beneficiaries pursuant to the directions contained in the Trust without a probate proceeding. The key to using a Revocable Trust is to make sure that all of your assets are titled in the Trust. If you die with an asset titled in your sole name, with no one named as a joint owner, “pay on death” or “transfer on death” beneficiary, and the asset is not held by your Revocable Trust, your estate will have to be probated to deal with that asset. Many times clients will have a “Pourover Will” prepared and signed at the same time they execute their Revocable Trust. The Pourover Will can be probated in order to “pour” an asset over into the Revocable Trust to thereafter be distributed along with all of the other Trust assets, but the Pourover Will has to be probated in order to get the asset into the Trust. This is why it is so important to make sure that you have all assets titled in the Trust once the Trust has been created.

A Revocable Trust does not prevent you from having control of your assets while you are still living. Clients can sell, gift and dispose of any Trust asset however they wish. Additional assets can be purchased by the Trust. Putting assets into a Trust does not take the control of the asset from your hands. Instead of holding or managing the asset as an individual, you will be managing it in your capacity as trustee of your Trust.

Both Wills and Revocable Trusts can be amended as needed. Wills are modified or revised by having a Codicil prepared and executed. A Revocable Trust is modified by an Amendment. It is a good idea to revisit your estate planning documents every five years or so to make sure that your objectives have not changed and no revisions are needed.

The above information gives a basic idea as to how Wills and Revocable Trusts are used to distribute assets. Again, it is recommended that you consult with an estate planning attorney to determine which instrument will work best for your situation.

## **CHANGES TO THE ARKANSAS RULES OF CIVIL PROCEDURE AND TO THE FEDERAL RULES OF CIVIL PROCEDURE**

Submitted by Martha Cox, PP, PLS

Numerous changes have been made to the Arkansas Rules of Civil Procedure, Arkansas Rules of Criminal Procedure, and Arkansas Rules of Appellate Procedure during 2018 and will become effective January 1, 2019. All of the changes were by *per curiam* order and are available for review on the Supreme Court's website, [arcourts.gov/courts/supreme-court](http://arcourts.gov/courts/supreme-court) and then search under the "opinions" tab. The Federal Rules of Civil Procedure and local rules have also had changes during 2018 and most became effective December 1, 2018. Those can be viewed at [are.uscourts.gov/news/2018-federal-rule-and-local-rule-changes](http://are.uscourts.gov/news/2018-federal-rule-and-local-rule-changes).

### **CHANGES TO ARK. R. CIV. P. 4**

Effective January 1, 2019, the Arkansas Supreme Court adopted the amendments to Ark. R. Civ. P. 4 and Form of Summons, Ark. R. Civ. P. 12, and Administrative Order No. 18. See the *per curiam* order of the Arkansas Supreme Court, opinion delivered June 21, 2018, and cited as 2018 Ark. 239 for the amended rules and summons.

Ark. R. Civ. P. 4 Summons and Service of Process. According to the Reporter's Notes for this rule (as published in their *per curiam* order), the 2019 amendment substantially revised and reorganized the rule. Some notable changes to Rule 4 are as follows:

Ark. R. Civ. P. 4(b) has modified the official summons to provide that, in multiple-party cases, only the first-listed party on each side must be listed in the caption. Also, the phrase "directed from the State of Arkansas to the defendant to be served" has been added, and the summons is required to contain the defendant's address, if known. Further, "additional notices" must reflect any additional notices, including the notice of consent jurisdiction of state district courts required by Administrative Order No. 18.

Ark. R. Civ. P. 4(f)(1)(B). Service on a Natural Person, states "leaving the process with any member of the defendant's family at least 18 years of age at a place where the defendant resides. . . ." No longer can the process server leave a summons with just anyone who answers the door "where the defendant's resides" (language replaced "usual place of abode") that is at least 14 years of age. The person served with the summons must be a member of the defendant's family who resides where the defendant resides and be at least 18 years of age.

Ark. R. Civ. P. 4(f)(1)(C)(5). Corporations. "Service on any corporation, including nonprofit corporations, professional corporations, and cooperatives, shall be on its registered agent for service of process, or the agent's secretary or assistant. . . ." No longer can the process server leave the summons with the receptionist or any employee of the defendant.

### **CHANGES TO THE FEDERAL RULES OF CIVIL PROCEDURE**

Changes were made to the Federal Rules of Civil and Criminal Procedure that became effective December 1, 2018. See [are.uscourts.gov/news/2018-federal-rule-and-local-rule-changes](http://are.uscourts.gov/news/2018-federal-rule-and-local-rule-changes) for overview of the Federal Rules of Civil Procedure and local rule changes. In the first paragraph of that article, there is a link to a complete set of the amendments.

There are two changes that are important to note. Fed. R. Civ. P. 5(e)(1)(B) and Fed. R. Crim. P. 49(b)(1) eliminate the requirement for a certificate of service on a paper served by filing it on the court's electronic filing system. However if a paper is to be served by other means (i.e., discovery that is simply mailed to opposing counsel and not filed with the clerk), a certificate of service must be included. Then, Fed. R. Civ. P. 5(d)(3)(C) and Fed. R. Crim. P. 49(b)(2) have been amended to allow a person's name appearing on a signature block to constitute the person's signature when the filing is made through that person's electronic filing account. The /s/ requirement has been abolished.