

The Informer

XXXXVIII / Number 3

CONTENTS

President's Message – 1

Recipe – 2

Officers - 3

Appointed Officers &
Committee Chairs – 3

2019 Winter Business Meeting
Minutes – 4

Notice & Call 2019 Annual
Meeting – 7

Registration – 8

Certification Report – 9

Recipe for Success – 10

WCLSP President's Report-11

From the Parliamentarian's
Kitchen – 11

Creating a Leader by Janet
Gordon – 12

Annual Meeting Teaser – 13

Annual Meeting
Advertisement Form – 14

President's Message

By President Danny Looney Yoder

Wow!!! Spring is almost here. I just need the cold weather to go away!!! I hope that each chef has enjoyed the “heat” of the kitchen during the winter months.

It is really hard for me to believe that this is my last report for The Informer as your top chef!!! It has been an amazing year for me. I learned a lot about our organization and each of you as members. I spent a lot of time worrying whether I was doing things correctly. Thanks to your belief in me by electing me as your president, I was able to grow as a dedicated member of this Association.

All year long I have asked for all chefs to step up to the stove and show your cooking abilities and to try new recipes. When my term is complete, I will continue to ask that you step up and support incoming president Deborah Johnson. I have no doubt that Deborah will be an amazing President, but being president of this organization is no easy task, so she will need your help just as much as I did this year.

The one final thing on the agenda during my presidency is the AALS Annual Conference and Business meeting will be held at the Holiday Inn in Searcy on May 3-4, 2019. In this publication you will find the Notice and Call and Registration form. You should immediately send your registration and make your hotel reservations. Being a part of the White County chapter, I have to tell you that we have some fun stuff in store, along with some good food and some really informative legal ed sessions. You do not want to miss the AALS Kentucky Derby hosted by White County LSP.

Don't forget to mark your calendars for the 2019 NALS 68th Educational and Networking Conference to be held on September 25-29, 2019. The schedule of events and registration form will be released by NALS with this month's @Law, which should publish soon. If you are interested in sponsorship, being a vendor, or know of someone who might be, please contact me immediately so they can be contacted by NALS.

And finally from NALS news, if you did not receive the email from Tammy Haley, NALS, CEO, last week, she will be retiring from NALS in April. Tammy has devoted 40 years of work to NALS. I wish her the best in her retirement.

And now, my final recipe, just in time for summer!!!

WATERMELON SALSA



3 cups cold Watermelon
Yellow bell pepper
Seeded Jalapeño pepper
Green onion
Lime Juice
Dash Cayenne Pepper
1 T Garlic Powder
1 T Chili Powder
3/4 T Salt

Chop watermelon
Chop yellow pepper
Chop green onions
Dice jalapeno (remove seeds)

Mix all ingredients together and chill until ready to serve with chips

AALS ELECTED OFFICERS 2018-2019

Danny Looney Yoder, President - hotrod1295@hotmail.com

Debbie Johnson, PLS, President-Elect - dsj04487@gmail.com

Heather Edwards, ALP, Executive Secretary - hedwards@fc-lawyers.com

Janice Miller, PP, PLS, CPS, Treasurer - janice.miller@acxiom.com /
jmille@acxiom.com

Linda Adair, PLS, Parliamentarian - ladair@richsmithdev.com

Tami Dodd, ALP, PLS, PP, Immediate Past President - 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	Danny Looney Yoderr
Certification	Janet Gordon, PP, PLS
Nominations & Elections	Martha Cox, PP, PLS
Scholarship/Grant	Elena Quillen, PLS
CLE Council	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

**Minutes of the 2019 Winter Business Meeting of
AALS – the Association for Arkansas Legal Support Professionals
Jonesboro, AR – January 26, 2019**

President Danny Looney-Yoder called the Winter Business Meeting to order at 1:56 p.m. Martha Cox, PP, PLS, offered the opening prayer. Doris Compton, PP, PLS, led in the Pledge of Allegiance. Belinda Penn, CCM, read the NALS Code of Ethics & Professional Responsibility, and led in reading the AALS Mission Statement and the AALS Vision Statement.

President Danny welcomed the members to the 2019 Winter Business Meeting and thanked NEALSP for hosting the meeting. He then stated his 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 Danny recognized and welcomed the AALS past presidents in attendance.

Cheryl Summerhill, PLS, was appointed timekeeper; Sharon Davis, PLS, and Brenda Welch, PLS, were appointed tellers.

The Consent Agenda was approved. (Copy attached.)

Action Items:

Treasurer's Reports: The Treasurer's Report was previously distributed electronically on January 24, 2019. After review, a motion carried to approve the Treasurer's Reports subject to financial review.

EC recommendations:

Recommendation No. 1: Approval of the proposed budget for the 2019-2020 fiscal year. Motion carried to approve budget with amended notation of spending "up to \$1,000.00" for AALS President subsidy payment to attend NALS Annual Meeting.

Recommendation No. 2: Approval of CLEC's proposal for the 2019 Professional Enhancement Retreat to be held at Irene's Secret in Hot Springs, Arkansas on June 7-8, 2019, at a cost of \$50 for members and \$60 for non-members. Topics and speakers will be forthcoming. Motion carried to approve.

Recommendation No. 3: Approval of judges for the 2019 Award of Excellence competition:

Written portion: Carla Fuller, Attorney; Susannah Streit, Attorney; Francis Robin, Administrator. **Oral Interview portion:** Mike Petty, Attorney; Susan Neaville, Realtor; Norene Smith, Deputy Prosecutor. Motion carried to approve.

Recommendation No. 4: Approval of judges for the 2019 Scholarship and Grant Awards competition: Mike Marsh, incoming Mayor of the City of Pangburn; David Rolland, Superintendent of Pangburn Public Schools; Robert Hudgins, Attorney. Motion carried to approve.

Recommendation No. 5: Approval of drawing for three (3) full registrations to the 2019 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 an expenditure of \$405.00 to purchase 150 pins for the NALS conference at the cost of \$2.70 per pin. Danny Looney Yoder will place the order with PinsProPlus and have all responsibility for safekeeping of pins, sales, and funds collected until turned over to the AALS treasurer. Pins will be sold for \$5.00 at the conference or \$6.00 (\$1.00 for shipping) if purchased and shipped prior to the meeting. The AALS EC and/or volunteers will man the conference pin table at the NALS conference. Motion carried to approve.

Recommendation No. 7: Approval of purchasing lunch tickets for two speakers (Douglas Coy and Scott Yoder) at the NALS National Conference, who will be presenting split sessions, with lunches in the middle. AALS will purchase these lunch tickets at NALS projected cost when registration form is released. Motion carried to approve.

Recommendation No. 8: Approval of the report of the Nominations and Elections Chair as distributed to members via the *Informer* on December 21, 2018. Nominations & Elections Chair Martha Cox read the report into the minutes. (See attached.) Motion carried to approve. Because there was no election of a president-elect, nominations were accepted from the floor. Belinda Penn, CCM, was nominated and elected by acclamation.

Discussion Items:

- CLE Council:
 - All certification exams are now online. You can register and take the exam(s) at any time now.
 - Working on topics for retreat.
 - Working on speakers for annual meeting.
 - Encouraged anyone and everyone to include an article in *The Informer*.
- Membership Chair Report: There is no membership chair report.
- Recipe for Success Competition report: Confirmed everyone got the rules and registration form. Competition will take place at the annual meeting.
- NALS Report:
 - Creating the topics and speakers for wide variety of attendees.
 - The CLE will be very good. 19 hours scheduled.
 - The committee consists of: Linda Adair, PLS; Janice Miller, PP, PLS, CPS; Danny Looney-Yoder, Doris Compton, PP, PLS; Janet Gordon, PLS; Mimi Jackson, and Cheryl Summerhill, PLS.
 - The conference will be held September 24-28, 2019 in Little Rock at the Crowne Plaza Hotel.
 - We are responsible for vendors. Need suggestions from membership.
- Ways and Means Committee: There is no Ways and Means Committee Report.
- Communications Chair Report: Next *Informer* deadline is March 9, 2019; submit reports and articles to Christy at christy@makesitpop.com.

President Danny recognized AALS members who are serving NALS:

- Doris Compton, PP, PLS
- Mimi Jackson
- Allison Streepey, PLS
- Debbie Johnson, PLS, ALP
- Martha Cox, PP, PLS
- Janice Miller, PP, PLS, CPS
- Cheryl Summerhill, PLS
- Sharon Davis, PLS
- Linda Adair, PLS
- Tami Dodd, PP, PLS

Informational Items:

EC Actions taken electronically since the Fall membership meeting:

1. 9/11/18: Approved Janet Gordon, PLS to replace Mimi Jackson as CLEC Chair for the remainder of the year.
2. 10/31/18: Approved the CLEC proposal to hold the 2019 Leadership Retreat on June 7-8, 2019 in Hot Springs.
3. 12/10/18: Approved the proposed recommended judges for the Scholarship and Grant Awards.
4. 1/15/19: Approved the proposed recommended judges for the Award of Excellence.
5. 1/15/19: Approved Ways and Means 50/50 drawing at the 2019 Winter Business Meeting.
6. 1/15/19: Approved appointment of Financial Review Committee for 2018-2019 Financial Review and 2019 AALS Annual Conference: Martha Cox, PP, PLS and Donna Holloway, PLS.
7. 1/15/19: AALS' Bond is paid through March 2019, approved disbursement of budgeted funds when invoice is received.

8. 1/15/19: Approved AALS purchasing lunch tickets for two speakers (Douglas Coy and Scott Yoder) at the NALS National Conference, who will be presenting split sessions with lunches in the middle. AALS will purchase these lunch tickets at the NALS projected cost when the registration form is released.
9. 1/15/19: Approved AALS President Danny to move forward on making contact on getting NALS pins to be sold at the NALS National Conference in September.
10. 1/15/19: Approved disbursement of budgeted funds in an amount up to \$600 for past president's pin upon presentation of invoice.
11. 1/24/19: Approved the expenditure of \$405.00 to purchase 150 pins at a cost of \$2.70 per pin to be sold at the NALS Conference for \$5.00 each (or \$6.00 when shipped prior to the meeting).

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

Treasurer's Final Report for this meeting:

13 full registrations, 1 partial registration.

Total receipts of \$620

\$310 to NEALSP / \$310 to AALS

AALS Silent Auction \$126 (Scholarship Fund \$63.00 / Retreat \$63.00)

50/50 winner – \$80 total. (\$40 Deborah Johnson / \$40 AALS Scholarship Fund)

President Danny again thanked NEALSP for hosting the meeting and expressed appreciation to all who attended.

Meeting adjourned at 2:52 p.m.

Respectfully submitted,

Heather Edwards, ALP
AALS Executive Secretary

NOTICE AND CALL TO THE AALS 2019 ANNUAL EDUCATIONAL CONFERENCE AND SPRING MEMBERSHIP MEETING

TO: All Members
FROM: Heather Edwards, ALP, AALS Executive Secretary
DATE: March 6, 2019

Pursuant to Article IX, Section 2(b) of the Bylaws of AALS – the Association for Arkansas Legal Support Professionals, the AALS 2019 Annual Educational Conference and Spring Membership Meeting will be held at Holiday Inn Express, 3660 Ferren Trail, Searcy, Arkansas, on Friday-Saturday, May 3-4, 2019.

During the Spring 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 Annual Educational Conference and Spring Membership Meeting

Friday, May 3, 2019

12:00 – 2:00 p.m.	“CALL TO THE POST” - Registration
2:00 p.m.	“RIDERS’ UP” - Judging of AOE
2:45 p.m.	“INSIDER’S GUIDE TO LOUISVILLE” - Welcome
3:00 – 4:00 p.m.	“HORSE TALES” - Attorney Buck Gibson – Ethics of Communication
4:00 – 4:15 p.m.	“THE INFIELD” - Break
4:15 – 6:00 p.m.	“AND THEY’RE OFF” - AALS General Assembly
7:00 p.m.	“MINT JULEPS ON MILLIONAIRE ROW” - President’s Reception
7:30 – 10:00 p.m.	“RUN FOR THE ROSES/WINNER’S CIRCLE” - Recognition and Awards-banquet, installation ceremony, president’s address

Saturday, May 4, 2019

8:00 – 8:45 a.m.	“MY OLD KENTUCKY HOME” - Breakfast and Registration
9:00 – 10:45 a.m.	“CHURCHHILL DOWNS” - Spring Business Meeting
11:00 – 12:00 p.m.	“JOCKEYING FOR POSITION” - Attorney Michael Petty – Body Cams
12:15 – 1:15 p.m.	“TASTE OF DERBY” - Networking Lunch
1:30 – 2:30 p.m.	“TRIPLE CROWN” - Scott Yoder – Computer Tips, Tricks and Maintenance
2:30 – 2:45 p.m.	“HOLD YOUR HORSES” - Break
2:45 – 3:45 p.m.	“WIN, PLACE, SHOW WAGERING” - Sydney Rasch – Bankruptcy
3:45 – 4:00 p.m.	“RACING COLORS” - Break
4:00 – 5:00 p.m.	“BLEACHER REPORT” - Larry Gentry – Service of Process

For hotel reservations, please contact the Holiday Inn Express, 3660 Ferren Trail, Searcy, Arkansas, directly at (501)279-9991 and ask for the **2019 AALS Annual Conference discounted rate** (breakfast incl.): **\$114.99/single or double queens**. Room reservations must be made by **April 22, 2019**, to get the AALS discounted rate.

**AALS 2019 Annual Educational Conference and Spring Membership Meeting
Hosted by WCLSP**

May 3-4, 2019
Holiday Inn Express, 3660 Ferren Trail, Searcy, Arkansas



REGISTRATION FORM

<p align="center">NALS MEMBERS/STUDENTS (Please check all that apply)</p> <p>Full Registration Fee (received by April 22, 2019) \$100</p> <p>With Late Fee (received after April 22, 2019) \$110</p> <p align="center">Individual Events (Please check all that apply.)</p> <p>CLE Session (1) (2) (3) (4) (5) (circle each) \$10/each</p> <p>General Assembly and Membership Meeting \$10</p> <p>Saturday Membership Meeting only \$ 5</p>	<p align="center">NON-NALS MEMBERS (Please check all that apply)</p> <p>Full Registration Fee (received by April 22, 2019) \$150</p> <p>With Late Fee (received after April 22, 2019) \$160</p> <p align="center">Individual Events (Please check all that apply.)</p> <p>CLE Session (1) (2) (3) (4) (5) (circle each) \$25/each</p> <p>General Assembly and Membership Meeting \$10</p> <p>Saturday Membership Meeting only \$ 5</p>
<p align="center">Guests of NALS Members (i.e. spouses, children) (Please check all that apply.)</p> <p>Friday Dinner \$30</p> <p>Saturday Lunch \$20</p>	<p>Do you have any dietary restrictions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you need any special accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If so, please contact Janet Gordon (contact info. immediately below) prior to April 15, 2019.</p>
<p>Name: _____</p> <p>Certification(s): <input type="checkbox"/> ALP <input type="checkbox"/> PLS <input type="checkbox"/> PP <input type="checkbox"/> CLA <input type="checkbox"/> Other _____</p> <p>Company/Firm: _____</p> <p>Address: _____</p> <p>City: _____</p> <p>State/Zip: _____</p> <p>Daytime Phone: _____</p> <p>E-Mail: _____</p> <p>Chapter: _____</p> <p>Guest Name(s): _____</p>	<p>Total Amount enclosed with registration form: \$ _____</p> <p>Make registration checks payable to: <u>AALS</u> with a notation of "2019 AALS Annual Conference" and mail completed registration form to:</p> <p>Janet Gordon 209 West Market Searcy, AR 72143 Work: (501) 268-4201 E-mail: janet@stevejordanlaw.com</p>

CERTIFICATION REPORT

Submitted by Janet Gordon, PP, PLS

It has been my pleasure to serve AALS as Certification Chair this past year. I hope that I at least inspired some of you to think about sitting for an exam!

Please let me remind you 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 you will find online exam registration forms that can be submitted at any time as well as information on scheduled Study Hall sessions. Under the NALS “Education” tab click on “WebEd & Study Hall” for links to Study Hall sessions and information regarding other resources that are available to assist you in your studies. There are so many resources that are free to members or available for a small fee. Take advantage of your membership benefits! The resources are not only beneficial to those sitting for an exam, but can also be used to obtain credits for recertification.

Remember, it is never too late to further your legal education. We all have room to grow!!!

Please contact me if I can assist you in any way in your certification endeavors. I stand ready to cheer you on!

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

RECIPE FOR SUCCESS 2018-2019 COMPETITION

By Cheryl Summerhill, PLS



The end is near. You should have your “kitchen” built, or your contractor should be busy creating that special cooking place!

If you have additional activities that you wish to claim, please contact me by **April 15**, telling me what you have activities you have participated in, i.e., 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, other association activities, so that you can be awarded the stickers needed to complete your “kitchen”. I will then mail stickers to you.

You can build your “kitchen” as you choose, use other colored paper, etc., as long as it is 8 ½ x 11. The creativity is up to

you!!

Upon completion of your entry, you should bring it to annual meeting and turn it in to me no later than **2:00 p.m. on Friday, May 3, 2019**. Entries will then be placed in line for judging and the winners will be announced at Friday night’s banquet. If you won’t be able to get to the meeting to get your entry in person to me by 2:00 p.m. on May 3, then feel free to put it in an envelope and mail to me so that it can meet the time deadline.

I’m excited to see your creations!! I hope you have had fun cooking in the “kitchen” created with AALS/NALS/association events!!

WHITE COUNTY LSP PRESIDENT'S REPORT

Submitted by Janet Gordon, PP, PLS

The holiday season has passed and we are looking forward to spring. Hopefully the weather will soon settle into spring mode!

Since the last report White County LSP attended the AALS Winter Membership Meeting hosted by NEALSP. We enjoyed the informative legal ed sessions, yummy home-cooked food and fellowship with all of our AALS pals!

We continue making preparations for the 2019 AALS Annual Meeting. Have you picked out your Derby hat and attire? Remember, there will be prizes awarded for the best Derby attire and best Derby hat/fascinator. You won't want to miss Friday night's Winner's Circle banquet where we will feast on foods favored by the Derby. The odds are in your favor to receive quality legal education in addition to some great fun and shenanigans!

So, get your registration in and mark it on your calendar. You don't want to miss out on this most exciting "Run for the Roses"!!!!

See you soon in Searcy a/k/a Churchill Downs!!!

FROM THE PARLIAMENTARIAN'S KITCHEN

By Linda Adair, PLS



What a fun year we have had cooking with Prez Danny! It has been a pleasure serving AALS once again as Parliamentarian during 2018-2019. Throughout the year, I have noted a few clarifying edits to AALS governing docs to suggest, and these will be shared with Strategic Planning Chair Belinda Penn, CCM.

I look forward to seeing each of you at annual meeting in Searcy in May. We are in for a treat as these folks know how to plan a party . . . ahem meeting. So, don't delay sending in your registration and making your hotel reservation to spend a couple of days with your AALS Pals! See you there!



CREATING A LEADER

Submitted by Janet Gordon, PP, PLS

What is leadership? It involves persuading others to set aside their individual concerns, at least for a time, and pursue a goal that is important to the group. Leadership occurs only when others embrace the leader's vision and the group's goals as their own.

As is said... a leader is a leader only if others are following.

A group can be a small family unit, a large corporate entity, or something in between.

Individuals vary in leadership ability, just as they do in intellectual, academic, creative, artistic and other abilities. We are all unique. We all have different leadership abilities and techniques. Our uniqueness makes us indispensable to the whole. It takes all parts to come together to create something that is bigger than the lone individual.

Sometimes when you hear the word "leader" you automatically think of the person out front "large and in charge", but that is not always the case. Some great leadership qualities are used behind the scenes. Not everyone can be the out-in-front leader!

Pay particular attention to when and how you influence others and are able to rally others to make changes. Also note when and how others influence you and rally you to make changes.

Developing leadership skills is a process that begins with who you are and then moves to what you do. Chances are, at some point in your life, you will have the opportunity to lead; in fact, you may have already served as a leader at various times and in various ways. Learning and emerging as a leader is a process that takes knowledge, skill and practice, and it requires you to be intentional in how you use your talents.

Realize that you do not need to be in a formal leadership role to provide valuable leadership. Identify the specific leadership tasks that you can perform with strength, and take them on when the opportunity arises.

- Lead with your talents as you work in groups to help them reach goals.
- Pay close attention to others in your group and try to identify their most powerful talents.
- Encourage others in your group by helping them see the positive contributions they are making as they use their talents productively.
- Create opportunities for others to develop and use their talents—opportunities to do what they naturally do best.
- Be clear about your personal goals and help the members of your group focus on the goals they want to accomplish.

And They're Off!!

PLEASE JOIN US FOR
THE 2019 AALS EDUCATIONAL CONFERENCE,
GENERAL ASSEMBLY AND SPRING BUSINESS MEETING

Kentucky Derby

May 3-4, 2019
Searcy, White County, Arkansas
Friday's banquet attire: Kentucky Derby fashion with awards for
best Derby hat and best Derby outfit



2019 AALS Annual Meeting Advertisement Sheet

ADVERTISEMENT REQUEST

Please include the following advertisement in the AALS Annual Meeting Program:

_____	Full Page	<u>\$100.00</u>
_____	Half-Page	<u>\$ 50.00</u>
_____	Quarter-Page	<u>\$25.00</u>
_____	Business Card	<u>\$10.00</u>

Please send your camera-ready advertisement to Cheryl Summerhill, PLS in time to arrive no later than April 15, 2019.

Cheryl Summerhill, PLS
P.O. Box 1378
Searcy, AR 72145
Work: (501) 268-7114
summerhillcheryl@hotmail.com

Make check payable to: AALS with a notation of “2019 AALS Annual Conference”

Please mail checks and completed form to:

Janet Gordon, PP, PLS
209 W. Market
Searcy, AR 72143
Work: (501) 268-4201
E-mail: janet@stevejordanlaw.com