



The Texas Docket

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LAKE BOB SANDLIN STATE PARK

Each year, Texas State Parks offer some of the best places to view spectacular Texas fall foliage. Across the state, you can see autumn's annual display of dazzling color--from the legendary Bigtooth maple trees at Lost Maples State Natural Area in the Hill Country, to the shades of red and gold of sweetgum and oak amidst the famous Pineywoods of East Texas at Dangerfield, Lake Bob Sandlin, and Cooper Lake State Parks. An even better secret is the lofty cottonwoods, which turn a brilliant yellow during fall at Caprock Canyons and Palo Duro Canyon State Parks in the Panhandle and David Mountains State Park in far West Texas.

Numerous other parks also have great fall views, and in Texas autumn represents some of the best weather of the year. So no matter where you are in Texas, some beautiful scenery awaits in a state park near you.

From Texas Parks & Wildlife
www.tpd.texas.gov

Editor

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The Texas Docket

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Workout Your Future with Texas ALP

As I am writing this article it is the end of July. In Houston it is hot and humid. July 17-19 five of our Texas ALP members, Tina Hurley, Norma Rios, Diane Stanley, Denise Van Gils, and Helene Wood, went to Fort Smith, Arkansas, for the “Law & Order on the Border” hosted by NALS of Oklahoma. It was also hot and humid there.

September 18-19 Texas ALP’s Fall Education Conference will be hosted by Austin Legal Professionals Association, Inc. This meeting has over 9.5 hours of CLE and professional development sessions, plus another three hours devoted entirely to the certification exam. Emily Walterscheid, Certification Chair, with the help of Anne Hoover and Tina Hurly, is in charge of the certification seminar on Friday for people who will be sitting for the certification exam the last weekend in September. Good luck to those members! Also a big THANK YOU to Patti Heaney, the Fall Board Meeting chair, her committee, and the rest of the Austin Legal Professionals Association, Inc., members!

I am looking forward to attending the NALS 64th Annual Education Conference and National Forum in Las Vegas, October 8-10. Texas ALP President-Elect Mary Bullard will be my roommate. It is not too late to register. There will be over 46 sessions of CLE in four different tracks: corporate law, litigation/civil law, estate planning/family law, and general practice. I will be “working on my future” by attending as many CLE sessions as possible.

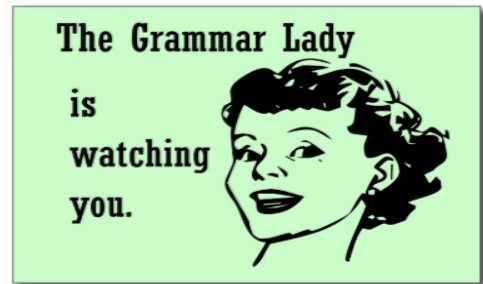
After I wrote my installation speech I had two people review it to see what they thought and to help with the grammar (that is not my strong suit). In my draft I tended to use the word *that* in almost every other sentence. So we took the *thats* out. A few weeks after the Texas ALP Annual Conference, I discovered an article on the Internet entitled “Fifteen Words You Should Eliminate From Your Vocabulary to Sound Smarter.” The number one word on that list is (drum roll please) *THAT!* How did I become obsessed with using that word? After reading the article I now have made a conscious effort to not use the word. The other words were: *went, honestly, absolutely, very, really, amazing, always, never, literally, just, maybe, stuff, things, and irregardless.*

Are any of these words your favorite? If so, try to make a conscious effort not to use them. After reading this article, I understood these words are just fillers. But I have one comment: sometimes *stuff* is the best word to use! In the article, this is what it says about the word *stuff*: “If the details of the *stuff* aren’t important enough to be included in the piece, don’t reference it at all.” Maybe that’s the point: I have a lot of *stuff*, and all of it together is not important, but I have to say something.

On a closing note, I want to thank all of you for your prayers, words, and cards during the time that my mom died and my siblings were either out of state or out of the country on vacation. The best thing that I can tell you is that when you have faith in God and can rely on Him, you can get through the valleys.

WHICH IS IT: ME, MYSELF, OR I?

Deciding whether to use me, myself, or I in a sentence is one of the most common grammar mistakes people make. English grammar rules are complicated, and it can be easy to forget them if you don't adhere to them all the time. Proper grammar is essential to making a good impression, whether you're expressing yourself vocally or in writing. It doesn't matter if you're communicating with a customer, applying for a job, or any other types of communication, it's important to learn how to use English correctly. In many cases, you only have one chance to make a good impression, so wow them with correct grammar! This article will focus on whether to use me, myself, or I in a sentence.



At some point during their education, many people developed the idea that we shouldn't use the word "me." Perhaps it had something to do with all the "Spot and I went for a walk" type of exercises. As a result, I often see communications that say things like, "Please give your requests to Suzie or I..." or "Please give your time sheets to Bob or myself." Both are incorrect no matter how right they sound to your ear, so this article will show you how to construct such sentences correctly.

Only use "I" when you are referring to yourself in the subject of the sentence. In other words, you are the one taking action. "I threw the rock." This seems simple enough, but what gets confusing is when you add another person to the subject. An easy way to decide whether you should use me, myself, or I in combination with another person in the sentence is to temporarily remove the other person and see what sounds right.

Which of these is correct? Remove the other person to see which sounds best.

- ? A. "Lisa and I went to the movies."
- ? B. "Lisa and myself went to the movies."
- ? C. "Lisa and me went to the movies."

The correct answer is A. If you remove Lisa, you now have a choice between "I went to the movies," "Myself went to the movies," or "Me went to the movies." It's easy to see that the first choice is correct. The pronoun "me" should be used when someone else will perform the action to, or for, you.

Which of these is correct?

- ? A. "If you have a problem, please call Rick or myself."
- ? B. "If you have a problem, please call Rick or me."
- ? C. "If you have a problem, please call Rick or I."

In this example, you are asking someone to call you, or perform an action to you. If you forget that rule, just remove Rick from the sentence: "If you have a problem, please call me."

The pronoun "myself" should only be used when you are performing the action on yourself. No one else can do anything to yourself.

Here are a few examples of how “myself” can be used correctly:

- ? A. “I want to dress myself today.”
- ? B. “I’ll wash the dishes myself.”
- ? C. “I got some ice cream for Grace and myself.” (If confused, remove Grace from the sentence and see how it sounds.)

By using this simple technique, you should find it easy to use the correct usage for me, myself, or I. It may sound odd to you at first if you’ve been using these words incorrectly, but in time you’ll become used to it.

By Jennifer Walker, Walker Writing Services

Keep Connected

*You joined Texas ALP to get our stuff.
It’s on YOU to keep connected!*

Changed your—
preferred e-mail address? mailing address? telephone number? name?
Have a new employer?
Passed a certification exam?



Then notify—

Helene L. Wood, PP, PLS-SC, TSC-RE • communications@talp.org

MEMORIES OF KITTY HAWTHORNE

By Olivia Johnson PLS CP

I became a member of the Waco Legal Secretaries Association in 1980. Not long after completing my probationary period (yes, we called it that) at a Waco law firm, I attended a meeting of Waco LSA. Kitty Hawthorne was one of the "elder statesmen" who spotted me right away and introduced herself to me. Even to my untrained eyes, it was apparent that Kitty was going to be sure that the business of the meeting was handled properly. If discussion strayed too far from the motion at hand, Miss Kitty reined the members in with a kind but firm hand. There was plenty of time to visit and discuss items unrelated to Waco LSA after the meeting.

Many of you know how instrumental Kitty was in forming the Waco chapter. She also worked tirelessly on the state and national levels. When I knew her, she was not in an obvious leadership role—which means she was no longer an officer. She was, however, a dynamic speaker at several of the state and national meetings I attended. Her knowledge was impressive; her sense of ethical responsibility was spot on. Kitty was often the liaison between McLennan Community College (MCC) and Waco LSA when legal education courses were offered on campus. These courses, which lasted eight weeks, as I recall, were extensive. Tests were given at the end of each session. Many of us walked out of those classes with continuing education credit from the college and a feeling that we had a very good basis for beginning study for the PLS examination. Kitty, although more than qualified, never sat for a certification exam. She recused herself from the testing process because she had worked on writing examination questions, beta testing the exams, proctoring exams, and grading exams. Of course she could not take the examination!

I must tell you of a time I misquoted Kitty—by accident, of course. I was reporting for our local publication, *The Briefcase*, on a recent national meeting. In telling of Kitty's lecture on communications, I skipped a line of my shorthand (yes, we still used shorthand) and did not catch it even in my proofreading. Kitty caught it immediately upon receipt of her issue of *The Briefcase*. I think if I were to say she was horrified, I would be downplaying her reaction. Since it was too late to recall the issue, I apologized to Kitty, explained—after a little research—that I had overlooked a line in my notes, and asked her if she would like to rectify my mistake. She definitely did want to set things straight. Although I write quite small, Kitty's "rewording" of my skipped line took several paragraphs. We had a couple phone conversations before we agreed that the best way to handle the misquote was for me to say what I had skipped and for Kitty to set the record straight with what she actually said. I am not totally sure, but I do believe that, for some period of time after that, I gladly sent my proposed articles to Kitty for proofreading. It was a great learning experience for me!

At another national meeting on which I did not report, Kitty was lecturing on communications. A member of the group, who definitely was not from Texas, asked Kitty a question about the word *y'all*. The tone of the question was not a friendly request for information. The person also mispronounced the word. Kitty stopped mid-lecture and explained that *y'all* is a contraction of the words *you* and *all*; that it is well understood in most of the south to mean a group of people, including the person being addressed; and that the apostrophe is properly placed between the "y" and the "a." She ended by pronouncing the word for all to hear. That topic having been explained, Kitty picked up with her lecture, precisely where she had left off, without even a glance at her notes.

After I had become active on the state level, I had the opportunity on several occasions to drive Kitty and some of our more seasoned members to state meetings. Those trips provided me with great historical information on the tri-level association, wonderful stories of personal interactions at those earlier meetings, and cherished memories. I cannot remember how many times Kitty would finish a story and look around and proclaim that we were lost. Thank goodness for Kitty's navigation skills. Since I have none, I was never aware we were lost until someone told me. In those days before navigation systems which interrupt our conversations at will, we had much better trips and much more time for enjoying the trips!

I remember that Kitty was an excellent hostess. I believe she could have taught Martha Stewart a thing or two. Events she hosted were warm, well planned, and full of southern charm. I always felt so honored to be invited to Kitty's house. I loved the tours of her NALS room and of Buddy's stained glass studio—which was never called the garage—and the recollections of her life, both professional and personal.

Perhaps my best memory of Kitty centers on my time at MCC. I was a night student working on my associate's degree in legal secretarial sciences while I worked during the day. I was the first student to graduate from MCC (or as Kitty would say: I was the first student to be graduated from MCC) using three hours of my PLS certification to complete the degree. During the time I was in school, I often visited Kitty's office. She was invariably there after hours and was always glad to see me. I know there were other things she could have been doing, but Kitty was a mentor—Kitty was my mentor. At some point, toward the end of my studies at MCC, I wrote Kitty a letter, thanking her for taking me under her wing, for correcting me in such a kind way when I needed it, for being accessible through my years of growth in the association, and for encouraging me to step into state-level activities. You can just imagine my surprise when, upon my next visit to Miss Kitty's office, there was my letter taped to her door with her handwritten note in the corner to the effect: "This is one of ours!" When she saw my face as I realized what it was, she told me that she had sent a copy of the letter with the note to all the department heads with whom she dealt. At the time, I was mortified; now as I look back, my heart swells (and if I am being honest, my head also swells), that Kitty was pleased enough with my communication to share it with others and to use it as an example of what she expected of "her" college graduates. I would like to think that, in some very small way, Kitty's helping me grow into the legal secretary I became was part of what made Kitty say that she found "a career beyond my dreams."



Edna Marie "Kitty" Hawthorne, age 90, died peacefully at her home in Waco, Texas, on June 1, 2015.

Kitty Hawthorne was instrumental in the formation of the Waco Legal Secretaries Association in 1956 and served as a Charter President from 1956-1957. Kitty was well known as a professional legal secretary and was fondly referred to as "Miss Kitty" by the members of Waco LSA. When the Third Annual Meeting of the Texas Association of Legal Secretaries was held in Waco in May 1958, Kitty was installed as the fourth president of the Texas Association. Kitty also served as president of the National Association of Legal Secretaries for two years, 1964-66. Kitty began her legal career in 1946. For the final 20 years of her career, she was an administrative assistant to the Dean of Continuing Education at McLennan Community College, where she was also an adjunct professor. In her role as an adjunct professor, Kitty developed and taught a legal secretary curriculum for the school. In a 1979 article, Miss Kitty called her career "a career beyond my dreams."

Submitted by Mary H. Bullard, ACP, TSC-RE

Hats...Many Hats

As paralegals, legal assistants, legal secretaries, or receptionists, we all wear various “hats” in our chosen profession. How many of those hats do we wear daily? All of them at some point. Sometimes we even have more than that; depending on the size of the office we work in, it could also include office manager or administrator.

These “hats” are just the ones that we wear during the work hours, but what about our involvement in associations, church, community, and even at home?

I’ll use myself as an example of my daily “hats.” At the beginning of every day I’m a mom (children and furbabies) and a wife; then I get to work and I have a variety of those listed above; after work it will depend on what meeting I have that night, but it can be anything from President (New Deal Economic Development Board), Treasurer (New Deal FFA), Membership Chair (TALP), Task Force Chair (NALS), and/or Treasurer, Director, or Chairperson (Lubbock LPA).

The questions I had for myself were: How many hats are too many and how many hats could go to my head? How do I keep myself from letting the “hats” title go to my head, literally and figuratively?

All of those listed above do not include the “hats” as a daughter, friend, mentor, associate, colleague, or whatever else the day brings.

What “hats” do you wear, and which “hats” will you gain as you continue to grow, not just within our association but also as a person?

*By Andrea D. Griffin Darland, PP, PLS
Texas ALP Membership Chair*



in • spire | in' spīr |

1 fill (someone) with the urge or ability to do or feel something, esp. to do something creative : [trans.] *His passion for justice inspired him to advance his career as a paralegal with NALS.*

- **create** (a feeling, esp. a positive one) in a person : *Their enthusiasm inspires those around them.*
- **(inspire someone with) animate someone with (such a feeling)** : *She inspired her co-workers to become certified with NALS.*
- **give rise to** : *The conference was successful enough to inspire people to register for the next one.*

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engage
inspire
enhance
promote

CHAPTER NEWS AND ANNIVERSARIES

Austin LPA, Inc., received its charter on October 28, 1960.
Corpus Christi ALP received its charter on October 30, 1953.
Dallas ALP received its charter on November 2, 1952.

KUDOS to Texas ALP Past President and Lubbock LPA Member BARBARA SUCSY. Barbara recently received the “**Outstanding District Clerk**” award from the Texas County and District Clerk’s Association. Way to go Barb!

Waco LPA - Welcome to Waco LPA's newest member, Ivori Murray, Legal Assistant with The Law Offices of Susan N. Kelly, and welcome back to returning member Patti Hinze, Legal Assistant with the firm of Pakis, Giotes, Page & Burlison, P.C. Waco LPA will be holding its annual legal education day, “Back to the Books,” on Saturday, October 3, in the offices of Central Texas Litigation, 7215 Bosque Boulevard, Waco, Texas.

Houston ALP - Houston ALP has 12 new members – two full-time members and 12 student members! Houston ALP will be offering a 2015 Fall Certification Preparatory Course for four weeks to prepare for the September NALS Certification Exam. Please contact Jeanine Broyles (Jeanine.broyles@gmail.com) if you would like more information.

San Antonio Legal Support Association — Welcome to SALSA’s newest member, Jennifer Barrios, who is a legal assistant at Dykema Cox Smith, where several SALSA members are employed. The “S” in San Antonio LSA has changed! It now stands for “Support,” making it the San Antonio Legal Support Association. Its charter will not have to be changed and, of course, members are proud to still be known as SALSA. They are working on the live seminar to take place in San Antonio and go out over the Internet as mentioned in the July 2015 edition of *The Texas Docket*. Plans are also in the works for another trip in November to School Houses. Please contact Anne Hoover (ahoover@pg-law.com) if you would like more information. Finally, congratulations to Anne Hoover, who was recently promoted to a paralegal at her law firm.

“WHETHER YOU BELIEVE YOU CAN DO A THING OR NOT, YOU ARE RIGHT”

By Henry Ford

In the July issue of *The Texas Docket* I mentioned there would be “more to come” about the speakers we enjoyed in Houston at The Texas ALP 60th Annual Education Conference. I am now exercising my woman’s prerogative to change my mind.

Instead, I’m going to share some ideas from an article I read by Jessica Kleiman that impressed me.

Some of it is advice more geared toward those just starting out in the legal field, but I think it is also an excellent reminder to all of us.

The truth is, we all face difficult situations at work but not everyone knows how to handle them. Often people let mistakes and crises cripple—even paralyze—they, but bouncing back from roadblocks in your career is not as daunting as you might think. I really believe that every crisis is an opportunity; most errors are reversible, so it’s important to remember that [how you respond in tough times](#) shows who you are as a person as much, if not more, than how you are in good times.

#1: Hope for the Best, Prepare for the Worst.

- *Go with your gut.* When you see a red flag, pay attention. How many times in life have you kicked yourself for not listening to that little voice in your head that says, “Something is wrong here”?
- *Have a plan and a back-up plan.* Do your best to identify potential pitfalls and problems on the horizon. While we may not always be able to predict what’s coming our way, by doing the exercise and putting a solid plan on paper, you’ll be prepared to deal with it if the issue ever sees the light of day.

#2: Be a Problem Solver.

- *Stay calm.* In a crisis, people tend to get anxious. Maintaining a peaceful sense will not only allow you to think more clearly but will also set the tone for those around you.

- *Get focused.* You want to quickly assess the damage and determine how to move forward.
- *Find a solution.* Next, you need to figure out how to address and remedy the situation. Start by considering your end game—what’s the ultimate outcome you’d like to see?—and work backwards from there.

#3: Own up.

- *Take responsibility.* If you screwed up, don’t make excuses—just apologize for any misstep, miscommunication, or oversight on your part.
- *Be authentic.* People can tell whether you mean what you say.

#4: Control the Damage, Clean Up the Mess.

- *Act quickly.* Don’t let a small mistake linger and turn into a bigger one. That’s not to say you should simply be reactive,

but if you know you did something wrong, deal with it right away. Say, for

example, you stuck your foot in your mouth during an important business meeting and inadvertently offended your boss or a client. Acknowledge the gaffe, apologize, and try to move on without beating yourself up. Remember what Theodore Roosevelt once said, “In any moment of decision, the best thing you can do is the right thing, the next thing is the wrong thing, and the worst thing you can do is nothing.”

#5: Keep Things in Perspective.

- *Learn and let it go.* Often when we mess up, we tend to be hard on ourselves or overanalyze an error, reliving the mistake over and over. But rarely will the crises we deal with be life or death, so it's important to be able to step back and take a 10,000-foot view of the situation and its long-term effects.
- *Everybody loves a comeback.* In most cases, if you fix a problem quickly and show that you can move past it, others will be able to as well. Our society likes nothing more than a survivor story, so respond smartly and swiftly so you can recover.

#6: Turn Trouble Into Triumph.

So, next time there's that misstep, mistake, or misunderstanding, remember to take a deep breath and be your own best publicist by remaining calm, seeking the solution, and seeing the challenge as an opportunity to lead and learn.

Oh, and remember, today's beautiful moments are tomorrow's beautiful memories.

- *Make that lemonade:* When you're going through (or almost on the other side of) a crisis, look for the silver lining. Get into an argument with someone? Perhaps it opened up a new dialogue that wasn't previously possible. Did you stumble and fall (either literally or figuratively)? Learn to laugh at yourself, find the humor or lesson in whatever the situation.

#7: Fail Forward.

- *Find the lesson.* My favorite interview question is “Tell me about a time when you failed, how you dealt with it, and what you learned.” The answer will broadcast how someone handles a crisis and whether the experience made him or her more effective at work or in life.
- *Join the club.* Nearly every successful person has been fired from a job. Nearly every inventor has failed at something before he or she made it big.
- *Lead by example.* What you learn from failure helps you identify new ways of doing things and allows you to grow and become a better manager and leader.

By Anne Hoover, PP, PLS

ARE YOU RUNNING A MEMBERSHIP CAMPAIGN?

HERE ARE **TEN** GREAT REASONS TO JOIN!

In this month's issue of *The Texas Docket*, Andrea Griffin Darland discusses running a membership campaign. One essential part of a campaign is educating prospective members about the benefits of belonging to the association. Through the years, Texas ALP has published articles discussing the importance of belonging to our association. The reasons for belonging remain the same today as when we first joined—legal support professionals need access to legal education, certification, and networking. But while the reasons remain the same, we need to spread the word to our co-workers and the students in legal assistant programs and be sure they know these benefits are available to them. To help you spread the word, listed below are some of the benefits of belonging to Texas ALP which have been shared by our members over the years.

- ✓ **PROFESSIONAL DEVELOPMENT & EDUCATION.** Texas ALP is committed to providing opportunities for legal education and professional development. The mission of Texas ALP is to promote a high standard of competence for legal support professionals, and Texas ALP accomplishes that through seminars, educational programs, workshops, and professional courses sponsored at the local, state, and national levels.
- ✓ **MEETINGS.** Local chapters hold regular meetings with programs of particular interest to anyone engaged in work of a legal nature. There are two Texas meetings and two NALS meetings each year that also offer additional education and training.
- ✓ **NETWORKING AND LINKING.** Interaction with other legal support professionals is still an important and necessary tool. Despite the increased use of e-mail and Web technology, face-to-face interaction is still the most effective form of communication. Texas ALP affords the opportunity to share information and ideas with peers, obtain business contacts, and obtain feedback from other legal professionals.
- ✓ **OPPORTUNITIES.** There are opportunities for both personal and professional growth through leadership by serving as a committee member, committee chairman, or officer.
- ✓ **PUBLICATIONS.** Local chapters publish newsletters to keep members informed of upcoming meetings and educational opportunities. Texas ALP's publication, *The Texas Docket*, provides information regarding state functions and activities along with legal education articles in each quarterly issue. NALS publishes *@ Law*, which contains educational articles, announcements of activities, and news items of interest pertinent to the legal profession. Members are also able to access publications online at www.texasalp.org and www.nals.org.
- ✓ **LEADERSHIP.** Any member may build his or her leadership skills and become a leader at all three levels of the association through leadership programs offered to members.
- ✓ **RECOGNITION.** Accomplishments are acknowledged through recognition programs and award presentations on the local, state, and national levels.
- ✓ **CERTIFICATION.** Further recognition is received by earning one of the NALS certification designations. Texas ALP assists local chapters with conducting seminars and study groups to help candidates studying for the Accredited Legal Professional (ALP), Professional Legal Secretary (PLS), and Professional Paralegal (PP) designations. All of these certifications are designed to advance professional education and growth.

- ✓ **COMMITMENT.** Dedication to the legal profession is shown by joining others with similar interests and experiences to promote ethics, professionalism, and excellence among legal support professionals.
- ✓ **CONTINUING LEGAL EDUCATION.** Texas ALP takes pride in offering diverse educational seminars. The legal profession is constantly changing, and legal support personnel must be kept informed of these changes in order to maintain a high standard of performance and professionalism. The continuing education available at all three levels keeps members informed and provides many opportunities for professional growth.

Membership is an investment in yourself. So go out and spread the word. And, while you are mentioning the ten great reasons to join, do not forget to mention another great reason for joining—all of the friendships you will make. Good luck with your membership campaign.

*By Mary H. Bullard, ACP, TSC-RE
President-elect 2015-2016*



TEXAS SECRETARY OF STATE NOTIFICATION

Effective August 31, 2015, the Texas Secretary of State will provide notice of filing or rejection for expedited business entity filings by e-mail only. Fax notifications will no longer be provided. An e-mail address must be included on the payment form or cover letter to receive notice of filing or rejection. If you use a Spam filtering service, please make sure the address sosexpedite@sos.texas.gov is allowed through without being filtered.



Membership Triathlon - Texas ALP Style!

The 2015-16 Membership Campaign is underway, let the games begin.
As of May 1, 2015, the Texas ALP **Membership** was 378 athletes strong.

Let's achieve our **goal** of at least 500 team athletes.

Member Campaign

2 points

for each new "Athlete" you sponsor

15 points

for every 5 new "Athletes" you sponsor

20 points

for sponsoring the 500th "Athlete"



Member Campaign Prizes

1st Place — \$100 • 2nd Place — \$50

Chapter Campaign Prizes

1st Place — \$200 • 2nd Place — \$100

NOTE – Due to the change in the NALS website, each "sponsor" must be accountable for getting his or her "athlete" sponsor information to the Membership Chair!

Chapter Campaign

50 points

for holding a membership drive between August and October 2015

2 points

for each new "Athlete" added as a result of a membership drive

50 points

for most new "Athletes" added as a result of a membership drive

20 points

for having an "Athlete" of your local chapter win the Texas ALP "Spotlight Piece"

1 point

for every "Athlete" your local chapter adds from May 1, 2015, through March 31, 2016

20 points

for securing the 500th "Athlete"

CHAPTER BONUS:

100 points

for 100% retention of your "Athletes" as of March 31, 2016

Submit information to:

Andrea D. Griffin Darland, PP, PLS Texas ALP
Membership Chair andrea.talp@gmail.com

PLANNING AND EXECUTING A MEMBERSHIP DRIVE



The Question: Why is it important to hold a membership drive? The Answer: The future of NALS, Texas ALP, and your local chapter depends upon the ability to promote membership growth and retain members. While the solution may sound obvious, the first step in any successful membership drive is assembling the right membership committee.

Ideally, the membership committee should be a mix of the members, both young and old, and regular and student members. Younger members, such as the students, may have a fresh perspective of the association, while older members have knowledge about what has worked well in the past. Together, the mix of members can create a membership drive that will appeal to a diverse group of prospective members.

The committee should look back at previous membership drives to see what worked. You can use the “best of” your previous membership efforts and combine them with new or creative ideas that you have not used before. Do not be afraid to update old ideas—sometimes those work the best. Another idea is to check with other chapters to see what has worked for them. Perhaps you can modify those plans to fit your chapter's situation.

Do not forget to utilize the resources available to us on the NALS Web site at www.nals.org, *NALS Book 5: Membership*, and the NALS Marketing Tool Kit.

After you have decided on your membership drive, it is time to assign each member of the committee a task. Be sure to keep a list of who is responsible for those tasks. For example, you could:

- (a) Assign greeters at the door. As many people as possible should greet visitors; this will help them feel more welcome and want to be included.
- (b) Hand out brochures and/or other materials about the tri-level association.
- (c) Introduce guests or ask them to introduce themselves at the meeting.
- (d) Make sure every person (members and guests) wears a nametag. We know who we are, but the visitor may not!
- (e) Assign members to contact visitors after the meeting.
- (f) Set up a follow-up system, which can be as simple as a text message or an e-mail. Be sure to ask visitors for their feedback and modify your membership plan as necessary.

Most important, have a positive demeanor while sharing why you are a member of the association. This will encourage our visitors to join! Remember, membership starts with each of us—a member invites someone else to join!

*Andrea D. Griffin Darland, PP, PLS
Chair, Texas ALP Membership Committee*



VOLUNTEERS NEEDED!

Mary Bullard, President-elect 2015-2016



You are invited to be part of the Texas ALP team for 2016-2017! No matter what your skill set or how long you have been employed in the legal profession, we need you. As Texas ALP members, we all have constraints on our time, whether they are due to our careers, our family responsibilities, or the many other activities that fill our days. Even if you feel you are not able to chair a committee, we still need you to serve as a member of a committee. We need all our Texas ALP members participating in the committee process.

Not certain where you would like to serve? Let us know and we will help you find a committee you will enjoy. Do you want to spread your wings and try something new? Here is your chance. Have a skill set that matches up with the duties of a certain committee? Perfect, we need you!

Set out below are brief descriptions of some of the duties of the Texas ALP standing committees. Please let me know if you have any questions or need clarification about serving on a committee. We want you to enjoy your time as a committee member.

Awards coordinates the Texas ALP Scholarship and Legal Professional of the Year awards presented at the Annual Conference. The committee works with the host chapter for the conference to obtain judges for the awards.

Bylaws/Standing Rules reviews the bylaws and standing rules for necessary changes and maintains them in conformance with the NALS bylaws and standing rules. The committee issues a call for proposed amendments to the bylaws and standing rules and furnishes proposed amendments to the Executive Committee. The Chair provides proposed amendments to the Secretary in the correct format for distribution with the Call to the Annual and Fall Educational Conferences.

Certification answers inquiries regarding NALS certification programs and promotes certification by providing articles for *The Texas Docket*. Additionally, the committee works with Marketing to furnish press releases for those passing certification exams or recertifying. In cooperation with the host of the educational conference, the committee recognizes members successfully completing an exam during the Recognition Luncheon.

Communications is responsible for the e-mail dissemination of official business. The committee maintains the official roster and mini-roster. Communications obtains current rosters of officers from each local chapter and provides them to the NALS Resource Center. Communications is responsible for coordinating with the Treasurer a list of members eligible to vote, which the Treasurer will certify and submit to the Nominations and Elections Chair.

Education plans and coordinates legal education seminars sponsored by Texas ALP. The committee prepares CLE certificates for each state meeting and works with the host to obtain speakers. Additionally, the committee encourages local chapters to plan legal education study courses and provides assistance when asked. The committee provides education articles for each issue of *The Texas Docket*. Education also works with the Marketing Committee to promote seminars, official courses, and educational materials.

Financial Review reviews the financial records of the Treasurer, Fundraising Committee, and the Fall and Annual Conferences, verifies all receipts and disbursements, and provides a financial review report covering such books to the Executive Committee and at the Board and Annual Meetings.

Fundraising is responsible for devising ways and means of raising funds. Fundraising develops and markets Texas ALP logo items approved by the Executive Committee and has those items available for purchase at all functions. Additionally, the committee coordinates and promotes any Texas ALP raffles.

Marketing assists Membership in marketing and advertising the benefits of membership in our association. Marketing develops and maintains promotional packets for distribution to local bar associations and local chapters as well as the Texas ALP brochure. Marketing works with Certification to announce the names of people passing certification exams and recertifying. Marketing also works with host chapters to provide press releases about each Texas ALP function and assists local chapters with their Day-In-Court observance events. Marketing promotes all seminars and events and provides materials for publication in *The Texas Docket*.

Meetings Coordinator encourages and assists local chapters to bid to host board or annual conferences. The chairman acts as coordinator between the President, Executive Committee, applicable chairmen, and the hosting chapter in implementing the scheduled conferences. The committee prepares and keeps current the Guidelines for Bidding an Educational Conference and the Guidelines for Planning an Educational Conference.

Membership receives and promptly answers all inquiries about membership in the association. Membership is responsible for the development, implementation, and evaluation of membership campaigns approved by Texas ALP. The chairman acts as liaison with the local chapter membership chairmen. The committee assists Marketing with promoting and marketing of the benefits of membership. The committee also submits articles and membership campaign information for publication in *The Texas Docket*.

Nominations and Elections issues the call for officer nominations. The committee obtains consents to run from officer nominees, prepares and updates candidate profile forms, and provides the profile forms and photos to the Webmaster. The committee works with BallotBox on elections and any surveys. After certifying the election results with the President, the committee is responsible for announcing the newly elected officers. In addition, the committee prepares ballots and teller reports for use at board and annual conferences.

Planning Committee members monitor and update our strategic plan annually and help facilitate the planning process through consultation with the Treasurer and Executive Committee about funds available for implementation. The committee is to be composed of four members, including an experienced member, an officer of Texas ALP with at least one year as an officer, a member under the age of thirty-five, and a new member.

Professional Development plans and coordinates leadership and professional development workshops at Texas ALP conferences, local chapter workshops as requested, and prepares leadership articles for *The Texas Docket*. The committee helps plan a luncheon program at each educational conference.

The Texas Docket committee prepares and distributes each issue, works with officers and chairmen to obtain articles for publication, and secures advertisers and advertisements appropriate to the legal field.

The **Webmaster** keeps the Texas ALP Website current with information provided by various committees, as approved by the President. Receives and publishes *The Texas Docket* upon approval of the President.

Please give serious thought to serving on one of our committees. If you have a question about any of the committees, please contact Mary Bullard at marybtalp@gmail.com or by phone at 254-214-1128.

If you would like to volunteer to be a member of a committee or to chair a Texas ALP committee, please complete the preference form below and return it to marybtalp@gmail.com. Thank you for helping Texas ALP promote a high standard of competence for legal support professionals.



TEXAS ALP VOLUNTEERS NEEDED!

YES! I want to be on the 2016-2017 Leadership Team!!

Name: _____

Local Chapter: _____

Address: _____

E-mail: _____

Telephone: _____

If you would like to chair a committee or serve as a member of a committee, please designate your first, second, and third choices below and return the form to Mary Bullard at marybtalp@gmail.com. I look forward to serving with you.

Committee	1, 2, or 3	Committee	1, 2, or 3
Awards		Meetings Coordinator	
Bylaws/Standing Rules		Membership	
Certification		Nominations and Elections	
Communications		Planning Committee	
Education		Professional Development	
Financial Review		<i>The Texas Docket</i>	
Fundraising		Webmaster	
Marketing			



Texas Docket Advertising

The *Docket* Advertising Committee is seeking advertisers for each issue of *The Texas Docket*. Do you know of a vendor who would like to establish a statewide network of Texas ALP members for its product or service or enhance its company's name awareness by using this high-profile advertising option to achieve greater exposure to preeminent Texas legal professionals? If so, please provide the below information to the vendor or provide the contact information to *The Texas Docket* editor, Alexis Montgomery at alexismontgomery@austin.rr.com.

<u>Ad Options</u>	<u>Ad Rates</u>	
Full Page (9 h x 7 w)	<u>Annual</u>	<u>One Issue</u>
Half Page Horizontal (4.5 h x 7 w)	Full = \$100	Full = \$50
Quarter Page Vertical (4.5 h x 3.25 w)	Half = \$75	Half = \$35
	Quarter = \$50	Quarter = \$20



Note from the Editor:

Have you read an article you think other members might be interested in reading? If so, you can share it for others to read in *The Texas Docket*.

Feel free to e-mail the article to me at alexismontgomery@austin.rr.com

TEXAS ALP 2015-2016 ROSTER OF OFFICERS, COMMITTEE CHAIRMEN, AND DIRECTORS

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