

# The Texas Roundup

*From the Officers and Committee Chairs*

SECOND EDITION

JUNE, 2010

Welcome to The Texas Roundup. This publication is meant to give you the latest and greatest news and information from around the association.

## PRESIDENT

### Betty Wells, PP, PLS, TSC

#### Ongoing projects:

1. Follow-up with 2009-10 chairmen regarding submitting permanent records to Secretary for scanning.
2. Follow-up with 2009-10 chairmen regarding delivery of files to 2010-11 chairmen.
3. Review calendar for chapter anniversaries.
4. Review NALS rebate report and prepare letters to new members.

#### Update on current projects:

1. Executive Committee Retreat was held May 21-23, 2010 in Austin, Texas. Work of all committees was discussed and various pending projects were clarified.
2. Provided various forms to Secretary for use during her term of office.
3. Communicated with liaison committee chairmen for E-Distributor, NALS Region 6 2011 Annual Meeting, and Professional Development relaying information from EC Retreat.
4. Responded to emails as received from various chairmen and committee members.
5. Reviewed draft of *The Texas Docket* and provided comments to chair.
6. Mailed 11 new members letters.
7. Telephone conference with President-Elect regarding 2011 Annual Conference matters.
8. Communicated with Parliamentarian regarding working with her liaison committees in her absence.
9. Communicated with directors regarding payment of hotel deposit for 2011 Annual Conference.
10. Approved check requests as necessary.

**Possible new projects to research and/or develop:** None at this time.

**Other information to share with the TALP Board:** None at this time.

## PRESIDENT-ELECT

### Kristy Turner, PP, PLS, CLA, TSC-CL, TSC-RE

**Ongoing projects:** Revise Policy and Procedure Manual; Receive and compile reports from committee chairs for The Texas Roundup; Draft Preference Sheet for website

**Update on current projects:** Attended Executive Committee Retreat in Austin May 21-23, 2010 and communicated with committees as needed.

**Possible new projects to research and/or develop:** None.

**Other information to share with the TALP Board:** None.

## TREASURER

### Cheryl Wenzel, PP, PLS

**Ongoing projects:**

Communicated with liaison chairmen.

1. Attended EC Retreat May 21-23, 2010.
2. Opened new CD at Capital Credit Union and closed CD at Bank of America due to better interest rate at Capital Credit Union as EC requested.
3. Opened new checking account at Capital Credit Union as EC requested.
4. Accepted checks to be deposited into new checking account at Capital Credit Union upon receipt of checks and deposit slips.

**Update on current projects:** None at this time.

**Possible new projects to research and/or develop:** None at this time.

(See reports attached.)

## SECRETARY

### Jane Harrison, PLS

**Ongoing projects:** Updating TALP History; updating EC Actions.

Communications with liaison chairmen: Awards, Roster, The Texas Docket, and Web Site.

**Update on current projects:** Currently working on minutes from EC Retreat - May 21-23, 2010.

**Possible new projects to research and/or develop:** None at this time.

## PARLIAMENTARIAN

### Julie Abernathy, PP, PLS

**Ongoing projects:** Assistance with state president with ongoing projects. Review of Texas Docket; review of Executive Committee draft minutes. Review of current bylaws from each chapter and requested them to check to ensure Parliamentarian's records are accurate with most-recent bylaws. At this time, some chapters are in the process of amending their bylaws.

Communications with liaison chairmen: bylaws/standing rules, certification, fall board meeting, and marketing.

**Update on current projects:** President Betty asked that I confirm all TALP officers, chairmen and committee members are in good standing with payment of dues.

**Possible new projects to research and/or develop:** None at this time.

## ANNUAL EDUCATIONAL CONFERENCE 2011

### Samantha L. Tandy, PLS and Vanessa Brock, PLS, CLA

**Ongoing Projects:** The committee is working to secure vendors, speakers and to finalize details of the schedule.

**Update on current projects:** The committee is working with the EC to finalize hotel contract. We are also continuing our communication with the City of Midland for the Planetarium optional event.

**Possible new projects to research and/or develop:** The committee is continuing to research ways that we can streamline some of the events at the conference and is researching what avenues to market to legal personnel in our area.

**Other information to share with the Texas ALP Board:** None.

## AWARDS

### Patti T. Heaney, PLS

Awards Committee was inactive during the month of May.

## BYLAWS/STANDING RULES

### Jorie Licking, PP, PLS

I have corresponded via email with Liaison Officer. I recently received the file from the past chair, Faynell Poe, and reviewed contents.

## CERTIFICATION

### Fay M. Jordan, PP, PLS

**Ongoing projects:** None at this time.

**Update on current Projects:**

Complete Certification Committee membership: Committee members confirmed are Mary Teague and Karen Moss. Conferring with Cheryl Allen and both Kathie Jean Keyes and Sheryl Mann-unconfirmed.

Possible cram session at September TALP meeting or weekend prior to March Exams: Received instructions from EC—working within those guidelines. Contacted Corpus Christi Association of Legal Professionals regarding members there interested in being on the Committee and perhaps holding the Cram Session in Corpus Christi.

Letters to employers of new members regarding NALS certification available: pending.

**Possible new projects to research and/or develop:** Prepare TALP Certification Brochure for inclusion in TALP Membership Packets. Requested by Jane Harrison to assist in TALP History by providing with the names and number of PPs, PLSs, ALS, and TSCs.

## E-DISTRIBUTOR/ROSTER

### Rita C. Alesi, PP, PLS, TSC

**Ongoing Projects:**

- Maintenance of membership database.
- Preparation of Official Roster for Fall Educational Conference.
- Maintenance of miniroster.
- Maintenance of e-distribution database.
- Distribution of messages to the membership as requested.

**Update on Current Projects:**

- Membership Database—Update in progress. A TALP roster has been requested from NALS for comparison purposes.
- Official Roster—The committee is preparing a draft for approval. We have requested JPEG photos of the TALP and chapter officers to include. All chapter rosters have been provided to this committee.
- Miniroster—Corrections submitted have been made and a corrected miniroster provided to President Betty.
- E-distribution Database—Change requests have been implemented as submitted.
- E-distributions—Approved requests have been implemented as submitted. A technical issue with the database was recently encountered and handled. Also, the most recent e-distribution sent to the members was stripped when it arrived. We thought the cause had been fixed and resent the message, but it had not been. We apologize for the inconvenience to the members. We now believe it was the interaction between Word 2002 and Word 2007 which caused the message to be stripped. We are setting up a prototype environment to test that theory.
- The suggestion for the printed membership roster was approved and will be available to the registrants at the Fall Education Conference.

## EDUCATION

### **Marty Olson, PLS, TSC-RE**

The Education Committee has started working on a February seminar to be held on a Saturday in Austin. If everything goes as planned, we hope to have 8-9 hours of CLE. Two years ago the Education Committee was able to obtain a sponsor for lunch, so we are hoping to do that so that we can get as much CLE in one day as possible. The topics for this seminar will be litigation, real estate, and ethics. We are also trying to keep the cost down as low as possible. Stay tuned for more details about the seminar in the coming months.

## FALL EDUCATIONAL CONFERENCE (2010)

### **Sondra Heugatter, PP, PLS, TSC-CL, TSC-RE**

ONGOING PROJECTS: THE COMMITTEE HAS FINALIZED THE MOCK TRIAL FOR THE FALL EDUCATION CONFERENCE. IT WILL BE HELD IN JUDGE DION RAMOS'S COURTROOM WITH JUDGE RAMOS PRESIDING. THE COURTROOM IS ON THE 9TH FLOOR OF THE HARRIS COUNTY CIVIL COURTHOUSE, 201 CAROLINE.

THE COMMITTEE IS WORKING ON ADVERTISING THE CONFERENCE WITH LESLIE STOKES AND SCOTTI BEAM.

FOR THOSE OF YOU WHO WILL ARRIVE ON THURSDAY, WE'LL HAVE THE CLE @ 7 RECEPTION WITH MARY LEE WEBECK, DIRECTOR OF EDUCATION OF THE HOLOCAUST MUSEUM HOUSTON, SPEAKING TO US ON "ETHICS AND THE HOLOCAUST." IN THE EVENT YOU ARRIVE AFTERWARD, YOU WILL STILL BE ABLE TO GET AN HOUR OF ETHICS CLE WITH THE ETHICS SESSION FOLLOWING THE WELCOME LUNCHEON ON FRIDAY.

WE'RE LOOKING FORWARD TO SEEING YOU HERE IN HOUSTON—THE MAGNOLIA CITY ON THE BAYOU.

## FINANCE

### **Kim Culpepper, PLS, TSC and Dianna Roberts, PLS, TSC**

No report.

## FINANCIAL REVIEW

### **Rebecca Widner**

The following actions have been conducted by this committee:

1. Final stages of review and audit of the books and records of the Treasurer. Should be completed and forwarded to appropriate parties by June 15, 2010.
2. Still awaiting the books and records of the 2009-2010 Finance Committee for financial review.
3. Final stages of review and audit of the books and records of the Treasurer. Should be completed and forwarded to appropriate parties by June 15, 2010.

## MARKETING

### Leslie G. Stokes, PP, PLS, TSC-CL

Since the May 10<sup>th</sup> report, this Committee has accomplished the following tasks:

1. Prepared the Texas ALP ad for the 2010 Region 6 Conference for EC approval;
2. Contacted Sondra Heugatter, Chair for the 2010 Fall Educational Conference, and requested assistance in planning marketing events for this conference;
3. Prepared and submitted a proposed email to be sent to the Texas ALP members to promote the 2010 Fall Educational Conference via e-distribution, Web site, and Facebook;
4. Prepared and submitted a proposed letter to the EC for approval. This letter is to be sent to the educational facilities with legal secretarial/paralegal programs in Houston;
5. Prepared a list of the educational facilities located in and around the Houston area;
6. Prepared and submitted a proposed letter to the EC for approval to request two proclamations from the Governor for the 2010 FEC and Court Observance Week;
7. Communicated with Rita Alesi, Roster Chair, regarding Legal Directories/Texas ALP information;
8. Forwarded a potential vendor's contact information to the 2010 FEC Chair;
9. Contacted Scotti Beam, Web site Chair, about Marketing submitting promotional information for the 2010 FEC; and
10. Submitted proposed questions for a future survey.

The following are the current projects the Committee is working on:

1. Preparing an article for the October issue of The Texas Docket;
2. Finalizing plans for the marketing contest to promote Texas ALP's social media functions; and
3. Updating the Texas ALP Ning page with events from the 2010 Annual Educational Conference.

## MEETINGS COORDINATOR

### Donna Dendy, PP, PLS, CLA, TSC and Kathie Jean Keys, PP, PLS

**Ongoing projects:** (1) Encourage chapters to host annual/fall conferences; (2) improve guidelines for chapters relating to vendors, speakers, and coordination with Texas ALP counterparts; (3) provide assistance to chapters currently hosting conferences; and (4) develop survey questions on meetings structure to send to the membership through Ballot Box.

**Update on current projects:** The Texas Association of Legal Professionals Guidelines for Bidding for an Educational Conference dated March 2010 and Texas Association of Legal Professionals Guidelines for Planning an Educational Conference dated March 2010 are now posted on the website at <http://www.texasalp.org/forms.html>.

**Possible new projects to research and/or develop:** With the EC's approval, conduct a workshop at the 2010 Fall Meeting/Education Conference in Houston entitled "Hosting a Successful Meeting."

**Other information to share with the Texas ALP Board:** Make the Meetings Coordinator a direct contact with the chapters who are hosting upcoming meetings and to those chapters who are thinking about hosting meetings (i.e. review the bids received by chapters to host and also conduct hotel inspections chosen for upcoming meetings) along with the Texas ALP President and/or any other liaison officer so chosen by the Board.

## MEMBERSHIP

### Samantha L. Tandy, PLS

**Ongoing Projects:** Communication with members who renew and incoming members to find out what needs they have. General communication with members about the goings on in TALP and to give them the most "bang for their buck" when it comes to their membership. Send out birthday wishes to members.

**Update on current projects:** The committee is continuing to work on an incentive for members who renew and recruit new members.

**Possible new projects to research and/or develop:** Work with local chapters to help them find their "it" and use that to market to potential members.

**Other information to share with the Texas ALP Board:** None.

## NOMINATIONS AND ELECTIONS

### Bette A. Tower, PLS

No report.

## PROFESSIONAL DEVELOPMENT

### Karen Branigan, PLS

**Ongoing projects:** Continuing to develop ideas and plans for the Fall Educational Conference, and the Annual Meeting

**Update on current projects:** At this time, I do not have anything new to report

**Possible new projects to research and/or develop:** At this time, I do not have anything new to report

**Other information to share with the TALP Board:** I do not have any other information to share with the Board at this time

## REGION 6 2011 ANNUAL MEETING

### Sharon Simpson, PLS

**On going projects:** locate and gather information for cities/hotels to have the Region 6 2011 meeting.

**Update on current projects:** Have received information on hotels in Amarillo, San Antonio and 4-day cruise from Galveston.

Amarillo: Ambassador Hotel room rate \$89.00 night; Texas play, including dinner, in Palo Duro Canyon \$35.00

San Antonio: Crowne Plaza room rate \$139.00 night; on Riverwalk

4-day Cruise from Galveston: Ecstasy, Carnival Cruise inside cabin \$699; oceanview \$752; balcony \$872, all double occupancy, includes tips & government taxes, meals are free, but breaks would be \$2.50 per person plus 15% tip.

**Possible new projects to research and/or develop:** Will be checking on possible hotels in El Paso and airfares from Jackson, MS, Little Rock, AK, New Orleans, LA, Springfield MO to El Paso, San Antonio, Amarillo, Galveston/Houston.

Southwest Airlines is only booking through November 5, 2010. American Airlines is only booking through May 2011. Therefore I am unable to check airfares from Jackson, Little Rock, New Orleans, Springfield to TX possible locations.

The following El Paso hotels (4\* and 3\*): Double Tree - \$60.; Camino Real - \$85.; Marriott - \$90.; Holiday Inn - \$79.; Artisan Hotel - \$99.; and Hyatt Place - \$89.

Other information to share with the Texas ALP Board: None that I can think of at this time.

Thanks for allowing me to serve as this chair.

## STRATEGIC PLANNING

### Mary Bullard, CLA, TSC-RE

**Ongoing projects:** Revising 2004 Strategic Plan

**Update on current projects:**

Received and compiled member suggestions for mission statement.

Created and forwarded to liaison officer for posting to Ballot Box a survey asking for member input on choices for Mission Statement.

Received NALS Strategic Plan and informational materials from Kathie Amirante, PP, PLS, NALS President-elect, and reviewed same.

**Possible new projects to research and/or develop:**

Began drafting documents for vision statement process.

**Other information to share with the Texas ALP Board:**

Not at this time.

## THE TEXAS DOCKET

### Tina Hurley, PP, PLS

**Ongoing Projects:**

Look for possible authors/articles for upcoming issues in various legal publications and through officers, committee members, and others.

**Update on current projects:**

The July issue has been reviewed and finalized and will be converted to PDF, sent to the webmaster and E-Distributor no later than June 20th for posting by June 30th.

**Possible new projects to research and/or develop:**

The chair will be compiling a list of possible advertisers for the Texas Docket this year and asks that the EC and other committee chairs send possible contacts for advertisers to the chair.

**Other information to share with the Texas ALP Board**

None at this time.

## WEBMASTER

### Scotti Beam, PP

**Ongoing projects:**

Updating website, as requested, Obtain information regarding "members only" section on website

**Update on current projects:** N/A

**Possible new projects to research and/or develop:** N/A

**Other information to share with the Texas ALP Board:** None

Budget3 - Current Year

5/1/2010 through 4/30/2011 Using Budget 2010-2011

6/11/2010

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Category Description	5/1/2010 Actual	- Budget	4/30/2011 Difference
<b>INCOME</b>			
Docket -- Ads			
Other Docket -- Ads	5.00	500.00	-495.00
TOTAL Docket -- Ads	5.00	500.00	-495.00
Dues	895.00	7,500.00	-6,605.00
Education	0.00	1,200.00	-1,200.00
Finance -- Sale Of Photo CD	180.00	0.00	180.00
Finance -- Sales of Logo Items			
Other Finance -- Sales of Logo Items	513.00	2,000.00	-1,487.00
TOTAL Finance -- Sales of Logo Items	513.00	2,000.00	-1,487.00
Interest Income	0.00	200.00	-200.00
Other Income	0.00	500.00	-500.00
Texas ALP Meetings			
Other Texas ALP Meetings	3,705.38	5,000.00	-1,294.62
TOTAL Texas ALP Meetings	3,705.38	5,000.00	-1,294.62
<b>TOTAL INCOME</b>	<b>5,298.38</b>	<b>16,900.00</b>	<b>-11,601.62</b>
<b>EXPENSES</b>			
Awards	25.00	130.00	105.00
Docket -- Postal	0.00	200.00	200.00
Docket -- Printing	0.00	1,000.00	1,000.00
EC Lodging	831.45	2,000.00	1,168.55
Fidelity Bond	0.00	120.00	120.00
Finance	0.00	750.00	750.00
Marketing			
Other Marketing	50.00	750.00	700.00
TOTAL Marketing	50.00	750.00	700.00
Membership	0.00	100.00	100.00
NALS Ads	0.00	0.00	0.00
NALS Fndn Auction Donations	0.00	200.00	200.00
NALS Foundation Circle Donation	0.00	1,000.00	1,000.00
NALS Incoming President's Reception	0.00	0.00	0.00
NALS Meetings	775.80	4,200.00	3,424.20
NALS President (TALP AC expenses)	148.35	1,000.00	851.65
NALS Presidents' Gift	0.00	100.00	100.00
Nominations & Elections	0.00	500.00	500.00
Officer Registrations	0.00	1,450.00	1,450.00
Other (Unbudgeted)	-21,738.07	200.00	21,938.07
Past President's Pin & Plaque	273.64	300.00	26.36
Printing-Copying	0.00	100.00	100.00
Regional Assessment	0.00	300.00	300.00
Sales Tax	0.00	250.00	250.00
Scholarship	0.00	1,500.00	1,500.00
Shipping & Postage	37.02	500.00	462.98
Supplies	0.00	350.00	350.00
Web Page	0.00	300.00	300.00
<b>TOTAL EXPENSES</b>	<b>-19,596.81</b>	<b>17,300.00</b>	<b>36,896.81</b>
<b>OVERALL TOTAL</b>	<b>24,895.19</b>	<b>-400.00</b>	<b>25,295.19</b>

Itemized Categories2 - YTD

5/1/2010 through 6/11/2010

6/11/2010

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Date	Account	Num	Description	Memo	Tag	Cir	Amount
<b>INCOME</b>							<b>7,173.38</b>
	Docket -- Ads						5.00
	Dues						895.00
	Finance -- Sale Of Photo CD						180.00
	Finance -- Sales of Logo Items						513.00
	Texas ALP Meetings						3,705.38
	Unbudgeted						1,875.00
<b>EXPENSES</b>							<b>19,596.81</b>
	Awards						-25.00
	EC Lodging						-831.45
	Marketing						-50.00
	NALS Meetings						-775.80
	NALS President (TALP AC expenses)						-148.35
	Other (Unbudgeted)						21,738.07
	Past President's Pin & Plaque						-273.64
	Shipping & Postage						-37.02
<b>OVERALL TOTAL</b>							<b>26,770.19</b>