

TEXAS ROUNDUP

May 2008

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And the Answer Is...

Remember the Big Picture

Leslie Stokes, PP, PLS, TSC



Welcome to the beginning of the 2008-09 year! This year's Board of Directors is a continuing part of the legacy of learning, certification, mentoring, and leadership. Finding your place in this tradition begins when you make the choice to join us.

A new beginning, new ideas, new faces – how exciting! Our leadership team will continue the legacy of enriching all of the members and the benefits they receive. We may encounter obstacles, but we will adapt and overcome them together. Besides, these are just openings for us to make things better for everyone. Together we will look at unprecedented ways of providing outstanding opportunities for all of our members.

However, we should not lose sight of the “Big Picture.” It's not that we want to forget about it, but there are times when we are so engrossed with officer or committee projects, tasks, and our normal day-to-day real job that we tend to lose sight of it. When looking out a window, being on the top floor is just high enough to see a grand view, yet not so high that we can't see people on the ground. What is the big picture? It is the continued success of Texas ALP – while enjoying the time we have together. We have 365 days together; let's make the most of them!

Leslie Stokes, PP, PLS, TSC

Dates to Remember

TEXAS ALP

- June 20 Deadline to submit proposed Bylaw or Standing Rule amendments to Donna Dendy
- June 20 Deadline to submit article for July issue of the *Texas Roundup* to Mary Smith



NALS

- May 21 Online Learning Session * 8 p.m. Central * Now's the Time to Register for Norfolk
- June 1 Early Bird Registration * 2008 NALS National Forum * Norfolk, Virginia
Please visit the NALS Web site for conference information - www.nals.org
- June 4 Online Learning Session * 8 p.m. Central * Time Management (1 hr CLE)
- June 18 Online Learning Session * 8 p.m. Central * Resource Center
- July 1 Registration deadline * Region 6 Annual Meeting * Kansas City, Missouri

HAPPY ANNIVERSARY

- May 22 Congratulations to Greater Dallas ALP on your 18th Anniversary
- June 7 Congratulations to San Antonio LSA on your 51st Anniversary
- June 20 Congratulations to Southeast Texas LPA on your 49th Anniversary



Congratulations to Patti Heaney, PLS!

Mary H. Bullard, CLA, TSC-RE

In 1975, Texas ALP began recognizing one of its members as being the personification of a professional legal secretary. Although the name of the award may have been changed to the Legal Professional of the Year, the purpose of the award remains the same.

The winner of the 2008 Legal Professional of the Year was announced at the Annual Meeting in Fort Worth. Join us in congratulating this year's Legal Professional of the Year - **Patricia T. Heaney, PLS, Austin LSA, Inc.!**

The following is a list of those members who have qualified as the best of the best—the Texas Legal Professional of the Year:

- 1975 Mildred Sheffy, PLS, CPS (Deaf Smith-Castro Counties LSA)
- 1976 Beth Walker, PLS, CLA (Amarillo LSA)
- 1977 Karol McVay, PLS, CLA (Lubbock LSA)
- 1978 Bernice Hightower Smith, PLS (Fort Worth LSA)
- 1979 Anne Smith, PLS (Dallas ALS)
- 1980 Margaret Fenlon (Fort Worth LSA)
- 1981 Iris Bills, CLA (Taylor County LSA)
- 1982 Ella Mae Marlowe (Tyler LSA)
- 1983 Joan Gardner (Austin LSA)
- 1984 (No award given)
- 1985 Carol Linck, PLS (Dallas ALS)
- 1986 Donna Dendy, PLS, CLA (Waco LSA)
- 1987 Loretta Day, PLS (Taylor County LSA)
- 1988 Sharon Beall, PLS (Longview LSA)
- 1989 Rhita Koches, PLS, CLA (Tyler LSA)
- 1990 Myra J. Miles, PLS (Houston ALS)
- 1991 Jovita Lopez Smith, PLS (Greater Houston LSA)
- 1992 Olivia Johnson, PLS, CLA (Waco LSA)
- 1993 Gina Estrella, PLS (El Paso County LSA)
- 1994 Barbara Sucsy, PLS (Lubbock LSA)
- 1995 Ruby Higgins, PLS, CLAS (Fort Worth LSA)
- 1996 Judith Smith, PLS, CLA (San Antonio LSA)
- 1997 Cindy Curry, PLS, CLA (Cameron County LSA)
- 1998 Elizabeth G. Wells, PLS (Austin LSA)
- 1999 Sylvia P. Vela, PLS, TSC (Austin LSA)
- 2000 Alexis Montgomery, PLS, TSC (Austin LSA)
- 2001 Reynetta DeVeau, PLS, TSC (Austin LSA)
- 2002 Kathie Jean Keys, PLS (Corpus Christi ALP)
- 2003 Barbara Griffin, PLS, TSC (El Paso County LSA)
- 2004 Debbie Wheeler, PLS, CLA, TSC (NALS of Amarillo)
- 2005 Judy Golden-Bentley, PLS (Austin LSA)
- 2006 Nikkie A. Rice, PLS (El Paso County LSA)
- 2007 Leslie Stokes, PP, PLS, TSC (Fort Worth ALP)



BYLAWS AND STANDING RULES

Meri Nelson, PP, PLS, TSC

Please be advised that current Texas ALP Bylaws and Standing Rules will be posted to the Web site on May 10, 2008, and will be available for downloading after that date.

One of the Texas ALP Parliamentarian's duties is to review proposed local chapter bylaw and standing rule amendments in order to ensure that those amendments do not conflict with the Bylaws and Standing Rules of Texas ALP and NALS. If any chapters are contemplating revisions to their local bylaws and standing rules, please submit those proposed amendments prior to being adopted by the chapter members to the Texas ALP 2008-9 Parliamentarian, Meri Nelson, PP, PLS, TSC, at mnelson37@austin.rr.com.

What is Required for Recertification?

Tina Hurley, PP, PLS

Do you know the requirements for recertification of the ALS, PLS, or PP designation? If you are an ALS, you can apply for an "Extension" of the ALS certification within five years after attaining the certification. The Extension Application must be submitted to NALS within 60 days of your expiration date, you must have obtained 15 hours of CLE credit within the five years since your certification, and you must include a \$30 fee for the extension. For the PLS, you must obtain 75 hours of CLE credit within five years and submit your application to NALS along with a check for \$75. For the PP, you need to have a total of 75 hours of CLE credits within five years in order to recertify. You'll need a minimum of 50 hours on substantive areas, a minimum of 5 hours on ethics, and a maximum of 20 hours on other areas. You will need to submit your application to NALS along with a check for \$75. More information can be found at www.nals.org.

There are many ways to obtain the required CLE other than just attending Texas ALP meetings. Successful completion of post-secondary education courses, NALS On-Line educational or CLE chats, teaching seminars or workshops, successful completion of another certification, authoring articles or publications, and on-line CLE through the State Bar of Texas...just to name a few. If you have any questions regarding recertification, please contact the Chair of the Certification Committee, Tina Hurley, PP, PLS, at tina.hurley@haynesboone.com.





Logo Items for Sale

Kathie Jean Keys, PP, PLS

Do you know that Texas ALP has logo items for sale? Do you know that you can purchase these logo items even if you are not able to attend Texas ALP meetings? New items will be announced soon and for more information and/or ordering, you can contact the 2008-2009 Finance Committee at kathie@wbwpc.com or by snail mail at 615 N. Upper Broadway, Suite 1100, Corpus Christi, Texas 78477. For every order that is received from May 5, 2008, through end of Board Meeting September 20, 2008, the name will be placed in a drawing with the winner announced at the 2008 Fall Board Meeting in Wichita Falls, Texas. If you attended the Texas ALP 53rd Meeting and Educational Conference in Fort Worth, Texas, you got a sneak peak of the prize.

Achieve Your Vision

Stephanie S. Burns, PP, PLS, TSC

Over the past several issues, topics such as having a vision and setting goals, being passionate about leadership, and empowerment have been discussed. If we apply those to our attitude about Texas ALP, this should be the result:



A vision has been chosen and goals have been set. We have grown passionate about leading our association to the point where “that’s not my job,” has become “let’s just do it”! We realize that when we push ourselves to do something that is uncomfortable, unknown, or simply “outside the box,” we become empowered. Whatever sacrifices we make as members—resources, time, energy—are worth it to realize that we have achieved our vision.

Taking the giant step from researching and providing information about leadership to becoming part of the leadership team has been my vision the last two years. I hope that you will decide on your vision, set goals, and become passionate and help Texas ALP move into a new and exciting future.

All Aboard!

Elizabeth G. Wells, PP, PLS, TSC-RE

The Texas ALP Train 2008-9 to Tomorrow has left the station! Our membership journey continues after deplaning in the tropical paradise of Honolulu, Hawaii. Step aboard to ride the rail on Texas ALP Train 2008-9 heading for Fort Worth, Texas, traveling through depot locations throughout Texas. There will be one stop in Wichita Falls before we depart for the final depot stop in Waco, Texas.



The 2008-9 Membership Campaign is divided into two time periods:

Departing Fort Worth - May 1, 2008
Arriving Wichita Falls - August 31, 2008

Departing Wichita Falls – September 1, 2008
Arriving Waco – April 30, 2009

Members in good standing will receive punches to their virtual train tickets based on their involvement in Texas ALP. Punches will be cumulative from May 1, 2008 until April 30, 2009 and will be awarded for the following:

Being a member in good standing (one punch)	Chairing a Texas ALP committee
Serving as a Texas ALP committee member	Sponsoring a new member
Attending a Texas state meeting	Writing an article for the <i>Texas Roundup</i>
Being a PAL	Renewing your membership
Wearing your certification or chapter pins to a meeting	Submitting answers to the questions in the <i>Texas Roundup</i>
Participating in an optional event at a Texas state meeting	Donating a raffle item (one punch per item)

The 2008-9 Membership Campaign is divided into four prize categories:

- 1 to 5 punches ~ \$25 gift card and luggage tags
- 6 to 10 punches ~ Toiletry kit and a suitcase
- 11 to 15 punches ~ 3 piece luggage set

The fourth category will be awarded during the 2009 Annual Meeting in Waco, Texas to the member accumulating the most punches on their virtual train ticket. The prize is travel related and could be anything from a weekend at a bed & breakfast to airfare for two anywhere in the continental US.

To receive your virtual ticket punches you must contact Betty Wells, PP, PLS, TSC-RE, Vice President/Membership Chair.



Updates Needed

Tracy Kemp, PP, PLS, CLA, TSC

Chapter Rosters should be submitted to the Roster Chair at thkemp@cdibb.com. The Chapter Roster form is available on the Texas ALP Web site under the "Forms Manual" link.

Also, please submit any name, address or e-mail changes to the Roster chair at thkemp@cdibb.com, the Membership Chair at bettywells@austin.rr.com, and the E-Distributor at ralesi56@yahoo.com.

Chapter Rosters and any name, address or e-mail changes should be sent to NALS as well.

News from NALS

Julie Abernathy, PP, PLS



[The Official NALS Blog is Now Online!](#)

Enjoy information from the President and President-Elect as well as from the Resource Center Staff...use insideNALS to keep up to date on what is going on with NALS!

The NALS Marketing Committee is pleased to announce two PowerPoint presentations are now available to help chapters, states and regions market NALS. The first presentation is geared toward employers, introducing them to NALS and the benefits

that NALS can offer to their legal support services team; it focuses on education and NALS certifications. Second, there is an expanded version of the PowerPoint that can be used at membership drives and/or state and regional conferences. This presentation includes the same information as PowerPoint #1, but also includes information on the new NALS Resource Center and includes pictures of some of the fun things we do at conferences, such as the welcome party and Foundation Gala. Each PowerPoint comes with instructions, suggestions for materials you can order from NALS to compliment your presentation, and notes to assist you in making your presentation. The cost of these marketing tools is FREE if you download them from the NALS website. If you are unable to download these PowerPoints and wish to receive them on a CD, the cost will be \$5 for shipping and handling. These new marketing tools will make it a snap for you to make presentations to area law firms and to use at conferences or membership drives.

Building Their Legacy

Two of our members have recently been recognized for their accomplishments in the legal field. If you are aware of other members who have been so honored, please let me know so that they can be included in the next issue of the *Texas Roundup*. You may forward that information to mary@namanhowell.com.



The Tarrant County Bar Association held their Court Coordinators' Appreciation Dinner on March 27, 2008.

Our own **Tracy Kemp, PP, PLS, CP, TSC, Arlington LPA**, was honored as an Outstanding Court Coordinator of the Year. She was congratulated by letters from the judges she has worked with; retired Judge William Hughes, Justice Bob McCoy (now on the Court of Appeals), and in person by words from Judge David Evans. They all congratulated her on her skills to keep the court going and running smoothly.

Way to go Tracy!

Leslie Stokes, PP, PLS, TSC

Corpus Christi ALP is pleased to announce that **Sheryl A. Mann, PP, PLS**, was honored by the Corpus Christi Young Lawyers Association and the Corpus Christi Bar Association during the recent Law Day festivities. A paralegal at the firm of Branscomb|PC, Sheryl was awarded the Liberty Bell Award which recognizes an outstanding non-lawyer who has made selfless contributions to the community and the legal field. Please join Corpus Christi ALP in congratulating Sheryl on this accomplishment!

Kathie Jean Keys, PP, PLS



Read and Ride

All members who read this issue of the *Texas Roundup*, answer the following six questions, and submit the correct answers to all six questions to Betty Wells, Vice President/Membership Chair at bettywe11s@austin.rr.com and Mary Smith, President-elect at mary@namanhoell.com will receive a punch on their virtual ticket to The Texas ALP Train 2008-9 to Tomorrow! The member accumulating the most virtual ticket punches will be announced at the 2008 Annual Meeting. All members, including officers and chairmen, are eligible to participate.

The questions for this issue are:

1. What is the Early Bird Registration for the 2008 NALS Forum in Norfolk, Virginia?
2. Who is celebrating their 51st anniversary in June?
3. Which two members were recently honored by other legal groups?
4. What are three ways you can receive punches to your virtual train ticket?
5. What is the Big Picture?
6. Who was named 2008 Legal Professional of the Year?