Wow! Has this year flown past us or what? Here it is time for elections of officers for the 2015-2016 year. Congratulations to each of you who were nominated and to those who accepted nominations. By the time this issue of The Informer goes to press, ballots will have been distributed to the membership. Please mark your ballot and return to Joyce in time to be counted. Could we possibly get a 95% return???

While on the subject of elections, congratulations to our own Mimi Mangrum who has been elected to serve as NALS Secretary of the Board during the coming year and to Nanette Green, PLS (GLRLSP Vice President) who has been selected to receive a scholarship and participate in the NALS Grassroots Level Think Tank in Tulsa next year! We are very proud of you, Ladies!

Kudos to those of you who sat for NALS certification exams in September! For those of you who did not make the step or did not pass the full exam, remember that the deadline for registering for the March exams is January 1. Don’t delay! Go ahead and take the challenge!

I look forward to seeing each of you at the 2015 Winter Conference and Business Meeting in Fayetteville. I am so proud of NWALSP for hosting their first conference!
The committee is working overtime to bring AALS a great conference. Complete the registration that was sent via email in mid-November or the form that is included in this issue and come on up to NW Arkansas for a great time of education, networking, and taking care of some AALS business.

During the Fall business meeting, several recommendations from the Strategic Planning Committee were brought before the membership for discussion. These recommendations were approved by the Board for discussion. I hope that you have thought about the items and will be prepared to voice your or your chapter’s vote during the Winter business meeting. If you were unable to attend the Fall meeting, please review the meeting minutes and Kara’s report in this issue of The Informer.

If you notice on the roster that names of some of your AALS Pals are missing, please reach out to them to let them know that AALS wants them back! Whether or not they were able to attend and actively participate in networking with other members during local and/or state meetings during their membership, the benefits available to NALS members are worth the effort and expense. Encourage them to come back to NALS/AALS and take advantage of those benefits.

I do understand that each of us has only a certain allotment of time to invest in volunteer efforts and that there are many opportunities clamoring for our attention. Often the calls to serve on school, community, church and other worthwhile activities can become overwhelming, and each of us must make a determined effort to become a part of any particular cause. Only you can make that personal commitment, and I hope that AALS is included in your mix of worthwhile activities.

That being said, I would like to encourage you to say “yes” when President-elect Kara asks you to serve as a Chair or Committee member during the 2015-2016 AALS year. If after you have read the AALS Guidelines for Officers, you have questions about the responsibilities of being a committee chair or a committee member, please do not be silent. Any member of the EC or current or past chairs will be pleased to answer those questions, and we welcome your reaching out to any of us.

As you enjoy this wonderful time of year, I encourage you to be that shining star in your world. While celebrating the holidays with family and friends, making new memories and revisiting some old, be aware that your attitude, encouragement, thoughtfulness, and caring will influence those around you, whether for the good or otherwise.

What’s the word for this issue? There are so many words for this season of the year. Take, for example, the word “compassion.” It has been said that compassion is difficult to give away because it keeps coming back to you. Remember to show compassion to those you meet as you shop, attend holiday festivities, visit family and friends, and as you routinely go about your day; you can make a difference in someone’s life during the days ahead. I am reminded of an old, old song which includes the phrase “if I can help somebody as I travel on, then my living shall not be in vain.” Make your life count during this holiday season.

Merry Christmas to you! Linda

THANK YOU TO AALS MEMBERS

I wanted to thank you all, from the bottom of my heart, for the financial contribution that AALS made to my Houston NALS National Conference trip. I feel very blessed to have the support and friendship from you all that I have. Thank you for thinking of me and helping me pay for my expenses to the National Conference. I am VERY proud of my AALS membership and hope you all know that if you need anything, please do not hesitate to ask or call.

-Mimi
President-Elect/Treasurer Report
Kara Whitehead

It’s one of my most favorite times of the year….Happy Holidays to you and your families! And with the holidays being here, it means that AALS is halfway through our year.

AALS members…have you OBTAINED, RETAINED and MAINTAINED?

OBTAIN…we are doing that! Welcome to our newest AALS members…Tanya Higgs (White Co. ALSP) and Lisa Clay (NEALSP). We are excited that you have joined our association! Let’s all continue to invite new and prospective members to our local chapter events and meetings.

RETAIN…I urge each of you to get a copy of the current AALS roster. Look through it and see if there are members in your local chapter whose dues are up for renewal. We want to be sure our current members are renewing their dues and continuing their membership with AALS. If there are members whose dues have lapsed, reach out to them and encourage them to renew.

MAINTAIN…have you invited a non-active member to a recent CLE or meeting? Again, get a current copy of the AALS roster and find a member in your local chapter who is not an active member. Send them a note to let them know you miss seeing them. Shoot them a quick email inviting them to your next chapter event or meeting. Sometimes we all need a little push and encouragement!

Believe it or not 2015 will be here before we know it. And with the new year just around the corner, I’ve been thinking a lot about goals. One of my goals is to find a non-active member in my local chapter and reach out to them. I challenge each AALS member to do that same. Make it a goal to OBTAIN a new member by next April. Make it a goal to RETAIN one of your current members by making sure they renew their dues. Make it a goal to MAINTAIN a member by periodically checking in with them to be sure they are aware of any upcoming events.

I look forward to seeing you all in Fayetteville in January for the Winter Business Meeting.

Report from your AALS Parliamentarian, Janice Miller, CPS, PLS, PP
As everyone knows, the Strategic Planning Committee made a number of proposals that were discussed and accepted at the Fall Business Meeting. (You can check the minutes of the Fall Business Meeting for the details.) Some of those proposals will require that changes be made to our governing documents – Bylaws, Guidelines, and Standing Rules. Just to give everyone a heads-up on the next steps toward making these proposals a reality for AALS, I am currently working on making the proposed changes to the governing documents. The changes will then be circulated to first the Executive Committee, for their approval, and then to the full Board, for their approval. Once that has been done, they will be presented to the members (probably via email and by posting them on the AALS website, due to the pressures and time constraints that inevitably occur during the flurry of end-of-year and holiday activities), for a final vote at the Winter Board Meeting. It is my hope that we will have the new governing documents finalized and in a clean version pretty quickly after the Winter Board Meeting. Some of the proposals will take effect immediately and some of them will necessarily take effect at the Annual Meeting in the spring.

Thanks for your patience, and thanks to the Strategic Planning Committee for following through with forward thinking action!
REPORT FROM THE STRATEGIC PLANNING COMMITTEE
BY: Kara Whitehead, Strategic Planning Committee Chair

At the AALS Fall Business Meeting held in Little Rock in September, the EC recommended and the Board approved the following recommendations from the Strategic Planning Committee:

1. The SPC recommends that the AALS History Book award and Chapter Achievement award be discontinued effective the 2015-2016 year.

2. The SPC recommends that each chapter and each member of AALS be allowed to nominate one member of their choice for the Award of Excellence, and who has not won previously within the last five (5) years. The current verbiage in our Standing Rules reads “each chapter and each Member-at-Large”; the proposal for discussion is to allow each member to submit a nomination as well as each chapter. The recommendation is to add/modify Section 4, Attachment H to add “within the last five (5) years.” The Section 4 would then read “All members of AALS who have been members for at least three (3) consecutive years immediately preceding the competition and who are in good standing are eligible, with the exception of any previous recipients within the last five (5) years.”

3. The SPC recommends that AALS members choose, adopt and support a charity within the legal field.

4. The SPC recommends the AALS EC develop an application form for members needing financial assistance for CLE opportunities.

5. The SPC recommends that AALS develop a mentoring program to assist student members transitioning from student membership to full membership.

6. The SPC recommends that the duties of the Membership Chair be removed from the duties of President-Elect and that a Membership Director position be created as an elected position to be a part of the Executive Committee.

7. The SPC recommends that AALS strongly support the NALS online electronic education that is available to all members.

These recommendations will be presented at the Winter Board Meeting for discussion and approval.

ALS Fall Business Meeting and CLE
By Allison Streepey, B.A., PLS, Planning Committee Chair

What an honor for GLRSLP to host the 2014 AALS Annual Fall Business Meeting. The success of the event is due to our planning committee—Nanette Green and Christina Hillman, Co-Chairs—as well as our wonderful subcommittees chaired by Mary Hand, Rita Thatcher, Margaret Wilson, and Janice Miller. Mary Hand went above and beyond in managing all artistic endeavors that give the meeting a professional and harmonious look to all promotional materials. Thank you to our audio-visual experts Doris Compton, Danny Looney Yoder, and Janice Miller for getting our speakers ready to go on time. Thank you to Linda Jones, NEALSP, and Rainwater, Holt, and Sexton for the extra snacks and water.

We had a successful event with 36 attendees representing 5 chapters and a few guests from the Arkansas Paralegal Association. Maggie Haase, RP, told us that the APA will be hosting an event in Little Rock in February and we are all invited! The continuing legal education on federal law was so interesting and the business meeting brought forth many new ideas for the future of the association.

On Friday night, after the FBI spoke on Export Control, we had the opportunity to visit with old friends and new ones before experiencing some BeautiControl for a hand spa and new makeup tips. Saturday morning brought a Federal Marshall and United States Attorney to present information about their jobs and how the federal agencies work together. The members and guests really enjoyed the question and answer time at the end of the presentations and they could ask anything! We had a simple and delicious lunch of a Chef’s Salad followed by the Business Meeting with much to discuss. Overall, a good time was had by everyone and it was a productive gathering. Thank you all for making this event a wonderful experience.
SAVE THE DATE

Howdy Ya’ll!
White County LSP
will be hosting the 2015 AALS Annual Meeting
Mark Your Calendar!!!
April 24-25, 2015

The Round Up begins at noon on Friday followed by competitions, CLE, General Assembly, President’s Reception, and Installation/Awards Banquet.

Saturday will have four hours of CLE, one hour of ethics, Spring business meeting, and a networking luncheon. You won’t want to miss any of this exciting event.

How YOU can make free $Money$ for AALS

The smallest act of kindness is worth more than the grandest intention.
A few years ago a friend was telling me about stopping at a junkyard to get a part for his car. (Today they are called recycling centers, back then junkyard was still an acceptable term!) As he was making small talk with the owner, he asked him where he got his inventory, assuming most came in as a result of automobile accidents. "I get a few of my cars from wrecks," the man said. "But most of them end up here because they are just worn out."

That story made me realize the same is true with people. When I think about the leaders I know, good leaders who are no longer leading, I realize that a few of them had been in wrecks of some kind. But the vast majority had just worn down. Life seems to grow increasingly difficult, and none of us escape the daily grind. However, I've noticed that people tend to respond differently to identical pressures. That has led me to this conclusion: Life is a grindstone. Whether it grinds you down or polishes you up depends upon what you are made of.

There are several skills that, if cultivated, will allow you to face the same stressors you face today and be better for the experience.

The Ability To See The Big Picture

If you can't see what you are doing now as part of a long-range goal, you'll wear out. Imagine how long an athlete would be able to endure the pain of practice if they couldn't see the game in their mind's eye. Imagine how long a farmer would endure the hot sun of summer toil if he could not envision the harvest of fall.

The Ability To Defuse Worry

I'm convinced that it's not the work of life, but the worry of life that robs so many of their strength and breaks down their resolve. The only sure-fire remedy for worry is confidence. Worry consists of creating mental pictures of what you do not want to happen. Confidence is creating mental pictures of what you want to happen. Any golfer who has ever stood on one side of a water hazard thinking, don't hit it in the water, don't hit it in the water, can describe the result of the former. You'll be going wading very shortly! Good golfers have learned the knack of shaking off the last shot, good or bad, and approaching the next one with confidence. The same goes for leaders.

The Willingness To Quit Seeking Security

A ship that never leaves the harbor is safe, but that's not what ships are for. Too often we are devastated by failure that could have almost been predicted. The willingness to make mistakes, lots of them, is one of the prices we must pay for the advancement of a worthy cause.

The Ability To Gauge When Enough's Enough

No one expects their car to run forever without stopping to fill the fuel tank, but when it comes to our physical body, we foolishly refuse to stop when it's time to rest, refuel, and recreate. I believe that too much of the wearing down I see is self-inflicted.

The Wisdom To Choose Your Associates

Most of us have far more choices than we think when it comes to the company we keep. Even when we must work with negative people, we can choose to avoid being reduced to their level. Life is hard enough without having to go through it with negative, critical, or lazy people.

Ground down or polished up? The choice is really yours to determine.
NALS Report

On behalf of the NALS Board of Directors, I want to thank you for your commitment to your NALS membership. As we all know, NALS is a tri-level association that grants us membership in our local, State and National associations! There are MANY new and improved things going on in “NALS – Land.” I want to encourage each of you to check out the NALS website (nals.org)! A new and improved website was much needed and asked for! Additionally, I wanted to remind you all of the NEW payment plan for conferences!! Register by the Early Bird Deadline (December 1) for the NALS Professional Development Conference in Tulsa and you can pay ½ of your registration then and the other half by the Regular Registration Deadline! NALS members, you are asking/requesting and we are delivering! ☺ Also, the NALS2GO app is in the Google Play Store (coming soon to Apple). Go check it out!

Please feel free to contact any of the 5 NALS Board Members with any questions, concerns or ideas that you may have. We are here to help you and to continue to make NALS the “go to” place for ALL legal support professionals!

Mimi Mangrum
NALS Board of Directors
(2014-2016)

Why Volunteer?

NALS Board of Directors are actively engaged in analyzing the challenges and opportunities for the association, identifying the high-impact legal industry trends or developments affecting the members, and strategically using the association resources to build member value. They need a great team to join them as they begin to shape the future of NALS. That is where YOU come in! Take an active role in leadership service.

Participation on a NALS committee will enhance your personal goals and professional growth, give you a clearer understanding of the inner workings of NALS, and empower you to shape the future of NALS through your volunteerism. All NALS committees communicate electronically, holding monthly meetings online or via conference call, and conducting business through email, an economical and green way to function as a committee. Though not mandatory (with the exception of the Certifying Board), the national committees are highly encouraged to meet at the Professional Development & Education Conference each spring and the Education Conference & National Forum each fall.

It is thrilling and exciting to be part of the NALS Leadership Team. You will have FUN getting to know and working with other NALS members from around the country; additionally, you will gain a sense of pride and accomplishment seeing your work come to fruition. Engage, inspire, enhance, and promote NALS by accepting the challenge to make a difference!

Please use the links below to access volunteer information that most closely fits your interests:

- Board of Directors >>
- Committees >>
- Exam Administrators >>

AALS MISSION STATEMENT

AALS- the Association for Legal Support Professionals is dedicated to supporting and inspiring its members in the legal profession by:

1. Providing quality continuing legal education and resource material;
2. Promoting and supporting professional certifications;
3. Enhancing networking opportunities;
4. Adhering to a strong Code of Ethics and professional standards; and,
5. Encouraging community involvement.
PLEASE THINK ABOUT SAYING YES WHEN YOUR PRESIDENT ELECT ASKS IF YOU WOULD LIKE TO BE A MEMBER OF A COMMITTEE.

Remember: The Achievements of an organization are the results of the combined effort of each individual.
NOTICE AND CALL
AALS WINTER EDUCATION CONFERENCE AND BUSINESS MEETING

TO: All Members
FROM: Mary A. Hand, PP, PLS, AALS Executive Secretary
DATE: November 12, 2014

Pursuant to Article VI, Section 6 of the Bylaws of AALS, the 2015 Winter Business Meeting will be held at Homewood Suites, 1305 North Palak Drive, Fayetteville, Arkansas on Friday evening and Saturday, January 16-17, 2015.

All members of this Association are invited to attend this meeting and take advantage of the privileges of participation. During the Business Meeting, all members have the right and privilege to enter into discussion of any issue and to make and second motions. However, only the duly elected and appointed officers and duly elected directors or alternate directors from each chapter may vote on any issue.

SCHEDULE OF EVENTS

Friday, January 16, 2015

5:00 to 7:00p Registration; Dinner on your own.
7:00 to 8:00p “Oil and Gas Law for Paralegals” by C. Michael Daily, Esq.
8:00 to 9:00p Members and friends networking event; dessert provided by NWALSP

Saturday, January 17, 2015

7:00 to 8:45a Registration; Continental breakfast provided by Homewood Suites
8:45a Welcome
9:00 to 10:15a “Liens, Claims & Automobiles: The Ins and Outs of Auto Coverage & Subrogation” by Dr. Lynn Lisk
10:15a Break
10:30 to 11:45a “Deed Preparation in Arkansas” by Jeb H. Joyce, Esq.
12:00 to 1:00p Lunch
1:00p AALS Business Meeting
AALS 2015 WINTER EDUCATIONAL CONFERENCE AND BUSINESS MEETING

January 16 – 17, 2015
Homewood Suites, 1305 North Palak Drive, Fayetteville, Arkansas

REGISTRATION

Member: ____________________________ Member No. ______________

Address: _____________________________________________

______________________________________________

Chapter: __________________________________________

Employer: ____________________________ Daytime Phone: __________

E-mail address: ________________________________

First-time attendee?  Yes ( ) No ( )

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<tr>
<th>Event</th>
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<th>Non-Member</th>
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<td>CLE (Friday p.m.)</td>
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<td>CLE (Saturday a.m. #1)</td>
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<td>Full Registration</td>
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TOTAL ENCLOSED: $ ______  $ ______

Make checks payment to: AALS

Mail registration and check to: Kara Whitehead, P.O. Box 1700, Jonesboro, AR 72403

* * * * A $10.00 late fee will apply to registrations received after January 1, 2015. * * * *

ROOM RESERVATIONS

Options: 1 Bedroom w/2Queen Beds $99/night (Sat night optional)

1 Bedroom w/1King Bed $99/night (Sat night optional)


PLEASE DISREGARD THE ONLINE REGISTRATION PAGE THAT STATES THE DEADLINE TO RECEIVE THE DISCOUNTED RATE IS JANUARY 17, 2015.

THE CORRECT DATE IS DECEMBER 16, 2014

There is no Cancellation Penalty in case of inclement weather.

Questions? Please contact Shelley Jackson at sjackson@qgtlaw.com.
Certification of Election of Alternate State Director

THIS IS TO CERTIFY THAT:

_________________________ is a member of ______________________ and has been elected as alternate State Director of said local chapter to serve only in the absence of the elected State Director during the Winter Business Meeting of AALS – the Association for Arkansas Legal Support Professionals to be held on Saturday, January 17, 2015.

_________________________  Date: ______________
Chapter Secretary

INSTRUCTIONS:

Mail original certification to AALS Executive Secretary at the address below, or notify the AALS Executive Secretary by telephone or e-mail, at least five days prior to the meeting at which an alternate State Director may vote.

Mary A. Hand, PP, PLS  
AALS Executive Secretary  
5112 Randolph Road  
North Little Rock, Arkansas  72116  
Phone (501) 753-8573  
Maryhand1@aol.com

If the certification has not been mailed at least five days prior to the meeting and the notification method was used, the original must be presented to the AALS Executive Secretary on the date of the meeting prior to the commencement of any business.

Failure to elect and certify an alternate State Director at least five days prior to the meeting at which an alternate State Director may be voting results in the loss of the chapter’s vote at said meeting if the duly elected and certified State Director is not present.
Minutes of the Fall Business Meeting
September 13, 2014

The 2014 AALS Fall Business Meeting convened at 1:10 p.m. at the Wyndham Riverfront Hotel in North Little Rock, Arkansas. Executive Committee members present were President Linda Adair, PLS, President-Elect/Treasurer Kara Whitehead, Immediate Past President Mimi Jumper, Executive Secretary Mary Hand, PP, PLS and Parliamentarian Janice Miller, PP, PLS, CPS.


President Adair welcomed everyone and thanked GLRLSP for hosting the meeting.

President Adair recognized and congratulated Doris Compton, PP, PLS-SC Litigation/Civil Law as one of the three finalists for the National Award of Excellence competition to be held at the NALS Fall Educational Conference in Houston, Texas October 2-4, 2014.

Parliamentarian Janice Miller, PP, PLS, CPS, of GLRLSP read the Rules of Business Meeting.

Executive Secretary Mary Hand, PP, PLS, of GLRLSP called the roll of voting members. Five chapters plus the Member-At-Large group were represented at the meeting. The total number of voting Board Members present was 13, majority was 7 and 2/3 was 9. A quorum was declared present.

Eve Truitt of GLRLSP was attending her first AALS business meeting and was given her membership pin by Membership Chair Kara Whitehead.

Linda Adair, PLS, was the only Member-at-Large in attendance.

President Adair appointed Cheryl Summerhill, PLS, as the official timekeeper and Rita Thatcher, ALS, CPS and Ashley Howell as tellers for the meeting.

Parliamentarian Janice Miller briefly explained how the Consent Agenda will be utilized for the meeting.

A motion was made and carried, and the Consent Agenda was approved.

The Treasurer’s report was distributed by AALS Treasurer Kara Whitehead; after correcting the scholarships and grants column to show that scholarships had $1,992.09, motion was made and carried that the Treasurer’s report be filed and accepted pending financial review.

Executive Secretary Mary Hand, read the following EC recommendations:

**EC Recommendation No. 1:** According to the report of the Annual Meeting Financial Review Committee, the Annual Meeting final report shows a net profit of $836.14 with $418.17 going to AALS and $418.17 to NEALSP. The EC recommended that AALS Board of Directors approve the report of the Annual Meeting Financial Review Committee and motion carried.

**Recommendation No. 2:** The EC recommended that AALS Board of Directors approve a scholarship in the amount of $750 and a grant in the amount of $750 for the upcoming 2015-2016 school year and motion carried.

**Recommendation No. 3:** The EC recommended approval of the proposal by Northwest Arkansas LSP for the 2015 Winter business meeting to be held at the Homewood Suites in Fayetteville, Arkansas on January 16 and 17, 2015. Sleeping room rates will be $99 and the discount rate will be available until December 16, 2014. Friday evening will be “dinner on your own,” followed by desert in the Conference room after the evening’s CLE by C. Michael Daily on oil and gas law. Saturday, after breakfast (which is included for all members staying at the Homewood Suites) will be CLE by Dr. Lynn Lisk and a second CLE that morning will be held but is yet to be determined. Lunch will be from 12 -1 p.m., followed by the AALS Business Meeting. Full registration for members and students will be $50 and for non-members $65. During the discussion of this conference, it
was suggested that some might want to stay and visit Crystal Bridges in Bentonville, Arkansas on Sunday before returning home. Motion carried.

**Recommendation No. 4:** The EC recommended approval of the following proposal by White County ALSP for the 2015 Annual Conference and Spring business meeting to take place April 24-25, 2015 at the Holiday Inn Express and Suites, 3660 Ferren Trail, Searcy. Room Rate will be $99.99. The cutoff date for the room rate is April 10, 2015. There will be a free Continental Breakfast provided for Hotel Guests.

- Full registration - Member $110; Non-Member $150
- CLE - Member $10/per hour; Non-Member $20/per hour
- Friday Awards Banquet - Member $35; Non-Member $45
- Saturday Networking Luncheon - Member $15; Non-Member $25
- Meeting Fees - General Assembly $10; Spring Business Meeting $5.00

The Yee-Haw Schedule of Events begins on Friday, April 24, 2015 at noon until 2 p.m. for registration, followed by the judging of AOE and history books, with the Opening ceremony beginning at 2:45 p.m.; the first CLE to begin at 3 p.m., the AALS General Assembly at 4:15 p.m., with the President’s Reception at 7 p.m. and Recognition and Awards following at 7:30 p.m. On Saturday, April 25, 2015, there will be 5 CLE sessions to be determined with a Spring Business meeting and Networking lunch in between sessions. The last CLE will be completed by 5:15 p.m. Topics will be General Practice: Ethics, Litigation/Civil Law Category: Personal Injury, Estate Planning/Family Law: Estate and Trusts, Estate Planning/Family Law: Taxation – IRS, Estate Planning/Family Law: Domestic Relations and Criminal Law. Total CLE offered – 6 hours.

Speakers have not yet been obtained, but will be obtained after confirmation of CLE topics. Those recommendations will be distributed for Board approval when available. Motion carried.

**Recommendation No. 5:** The following items were submitted to the EC by the Strategic Planning Committee. The EC recommended approval of these items for discussion only at this meeting. Kara, as Chair, introduced the members of the Strategic Planning Committee, before the items were listed for discussion.

- The SPC recommended that the AALS History Book award and Chapter Achievement award be discontinued effective the 2015-2016 year. Motion carried.
- The SPC recommended that each chapter and each member of AALS be allowed to nominate one member of their choice for the Award of Excellence, and any member who has not won previously within the last 5 years would be eligible for nomination. The current verbiage in our Standing Rules reads “each chapter and each Member-at-Large”; the proposal for discussion is to allow each member to submit a nomination as well as each chapter. Recommendation is to add/modify Section 4, Attachment H to modify to add “within the last 5 years.” Section 4 would then read “All members of AALS who have been members for at least three consecutive years immediately preceding the competition and who are in good standing are eligible, with the exception of any previous recipients “within the last 5 years.” Motion carried.
- The SPC recommended that AALS members choose, adopt and support a charity within the legal field. Motion carried.
- The SPC recommended that the AALS EC develop an application form for members needing financial assistance for CLE opportunities. This type of financial assistance is already included in the Bylaws, but no Application form has been provided to date. Motion carried.
- The SPC recommended that AALS develop a mentoring program to assist student members transitioning from student membership to full membership. Motion carried.
- The SPC recommended that the duties of Membership Chair be removed from the duties of President-Elect and that a Membership Chair position be created as an elected position to be a part of the Executive Committee. Motion carried.
- The SPC recommended that AALS strongly support the NALS online electronic education that is available to all members. Motion carried.
Recommendation No. 6: The EC recommends approval of the Proposal by the Ways and Means Committee of the following fundraising project: selling tickets for a drawing for an iPad Mini. Each member will be asked to sell tickets within and outside the Association. Tickets will be $1.00 each, and the Ways and Means Committee will purchase and use two-part tickets. Tracking sheets will be used to keep up with the number of tickets taken by each chapter and Member-at-Large. The tickets and tracking sheets will be prepared and made available to each chapter and Member-at-Large upon approval of this recommendation. Sale of the tickets will end Friday, December 12. The tickets not sold, along with the ticket stubs and monies collected for sales, will be turned in to the Committee no later than Friday, December 19.

The member selling the most tickets will receive a $50 gift card to be given by the Ways and Means Committee out of the proceeds, at no cost to the Association. On December 20 the recipient of the gift card will be announced and the drawing will be held. The winning ticket number will be posted on the AALS website as soon as it is drawn. The proceeds from the sales will be designated for the AALS scholarship fund. Motion carried.

Recommendation No. 7: The EC recommends approval that proceeds from Lighten Your Load be designated to assist in funding the AALS Professional Enhancement Retreat. Motion carried.

Recommendation No. 8: The EC recommends approval that in support of Mimi Mangrum as NALS Director, that AALS award Mimi travel expenses to Houston, Texas for the NALS Fall Educational Conference in the amount of $300. Motion carried.

President Adair recognized the CLEC for both 2013-2014 and 2014-2015 for planning and executing a great retreat this year, and said a special thank you to the members who presented and to all who attended.

Margarett Wilson announced the 2016 AALS Annual Meeting will take place at Petit Jean State Park at the Mather Lodge.

Janice Miller announced that the Law and Order on the Border Task Force Conference will be held on July 16-18, 2015 at the Holiday Inn City Center in Fort Smith. The room rate will be $89 each night. Registration cost is $50. There will be a reception for local legal professionals and educators on Thursday evening and an offsite CLE on Friday at the National Historic Site with a Picnic at the Park. Friday evening dinner and reception and the Saturday lunch will be held in the Judge Parker meeting room at the hotel. Four CLE sessions to be held in the Belle Starr room are being planned for Saturday. A grant request has been submitted to NALS. Any profit will be split pro-rata to the states who have members in attendance. Flyers will be placed in packets at NALS Conference in Houston and also in Tulsa in February 2015. More specific details to follow.

President Adair recognized the AALS members presently serving in any capacity for NALS, including Mimi Mangrum, Doris Compton, Janice Miller, Allison Streepey, Linda Adair, Sheila Brown and Cheryl Summerhill.

President Adair recognized Tami, Debbie and Ashley who were going to sit for their NALS certifications on September 27th, and wished them the best.

President Adair reported the EC and Board actions taken electronically since the Spring business meeting:

A. On June 4, upon EC recommendation, the Board approved the topic “Life, Liberty, or Money” for the second CLE session this morning.

B. On June 6, upon EC recommendation, the Board approved the destruction of ballots for the special election of AALS Executive Secretary.

C. On June 11, the EC approved Mimi’s signing the Service Agreement with Lake Point Conference Center for the 2014 Professional Enhancement Retreat.

D. On June 12, upon EC recommendation, the Board approved reserving the Lake Point Conference Center in Russellville, Arkansas, for June 19-20, for the 2015 Professional Enhancement Retreat.

E. On June 18, the EC approved the awarding of a free registration to either the Fall business meeting or the Winter business meeting to the winner of the special drawing at Retreat. Tami Dodd was the winner of this drawing.

F. On June 24, the EC approved payment of the Lake Point Conference Center invoice.
G. On July 15, the EC approved payment of the 2013-2014 Membership Award of $100 to Greater Little Rock LSP for their membership drive.

H. On July 16, the EC approved ad prices for the fall conference program.

I. On July 17, upon EC recommendation, the Board approved the waiver of AALS Standing Rule, Page 3, State Directors, paragraph 1, for the year 2014-2015 only, thus allowing Tami Dodd to continue to serve as NEALSP’s State Director for the remainder of the 2014-2015 year.

J. On August 6, upon EC recommendation, the Board approved AALS making a $50 cash donation to the NALS Foundation Sweepstakes in Houston at the Fall Educational Conference. The information was submitted to NALS on August 15.

K. Items which were approved at the EC meeting on Friday, September 12 and this morning:

1. Approved the report of the 2014 annual meeting financial review committee.

2. Approved the distribution of funds for budgeted registration fees for AALS’ incoming President and President-elect to attend the NALS Professional Development Conference in Tulsa in February 2015.

3. Due to the 50-character limit for AALS’ name on the new NALS website, the EC approved using the shortened name of “AALS-the Assn for AR Legal Support Professionals” for AALS.

4. The EC determined that AALS is still financially in a position to be able to continue to follow the recommendation during the Spring business meeting in 2008, where members of AALS voted that at every business meeting, AALS would award one full registration to the next following business meeting, the recipient to be determined by random drawing from all the attendees. The award may be transferred to another member of the recipient’s local chapter. The names of all attendees at this meeting were placed in the drawing, and Eve Truitt was asked to draw the name. The winner of a full registration to the 2015 Winter business meeting was Danny Looney.

5. The EC approved the payment of $30 to Christy Wilson for hosting our website during the coming year.

6. The EC discussed the Strategic Planning Committee’s recommendations and approved presenting the items for discussion during this meeting. The information for any approved items will be distributed in a timely manner and will be brought to the Board for a vote during the Winter business meeting.

Motion carried to ratify and approve the actions of the EC and Board that were taken via email between the Spring meeting and this meeting.

President Adair announced that the correct email for submission to Publications / Communications Director Tami Dodd, ALP is tsdodd2@gmail.com.

The Ways and Means committee reported that the Silent Auction made $358 for AALS and $143 for GLRLSP, and Lighten Your Load garnered $33.68 this weekend.

President Adair again thanked GLRLSP for hosting the meeting. An interim report from the Host committee on the Fall Business Meeting showed 28 full registrations and 5 partial registrations; with a projected profit of $577.39 to AALS and $577.40 to GLRLSP. Figures will be finalized when hotel invoice is presented.

Hearing no further business to come before the Board, the meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Mary Hand, PP, PLS
Executive Secretary
Why Being Happy in Your Job is Even More Important Than You Think

When you wake up in the morning, do you feel fairly energetic and ready to start your day? Or do you dread the prospect of getting out of bed and facing another workday?

If it’s the latter, hear this: Life is too short to spend at a job that doesn’t make you smile, challenge your intellect or offer opportunities for both personal and professional growth.

Unfortunately, many of us were raised to believe that work isn’t supposed to be enjoyable — in fact, you may have heard the line, “It’s called work for a reason!” once or twice. As a result, there’s a vast portion of professionals who find themselves trudging through the day, desperately waiting for the clock to strike 5 p.m.

Eight hours a day may seem minimal, but consider this: Within your lifetime, you’ll spend roughly 90,000 hours at work. Even worse? For a growing segment of the workforce, there’s no longer such a thing as a division between home and work. These two formerly segmented sections of life are blending together, allowing for one to bleed into the other, for better or worse.

As a result, when you’re in a poor professional situation, it doesn’t take long for you to start hating life. On the opposite end of the spectrum, a positive work experience can increase your overall happiness significantly.

Here are three direct benefits of a positive employment situation — and they’re all awesome.

1. Improved health

People under a lot of stress suffer from a multitude of side effects ranging from body pain and difficulty sleeping to more severe side effects such as social withdrawal and drug abuse. Furthermore, being in an unhappy work situation can even affect one’s appearance. Research shows that 50 percent of Americans have gained weight at their current job — in fact, a whopping 13 percent gained over 20 pounds.

On the flip side, a happy work scenario can help you skip out on the headaches, fatigue, binge eating, irritability and stomach ulcers. According to researchers at Aon Hewitt, “Employees who perceive their organizations as having a strong culture of health are happier, less stressed and more likely to take control of their well-being than employees in other organizations.”

Cont’ on page 22
Preliminary Report of Nominations and Elections Chair for Publication
Joyce Morgan, CCM

A Call for Nominations was sent out to the membership on October 27, 2014 with a deadline of November 5, 2014. Nominations were timely received from eleven AALS members. Nominees were immediately notified of their nominations with a deadline of November 14, 2014 to accept or decline.

President-Elect: Ten nominations were received; three were disqualified; six declined, and one accepted. Our Bylaws state, “A candidate for President, if necessary, or President-elect shall have served as a member of the Board for at least one year immediately prior to nominations.” After consulting with the EC concerning interpretation for qualifications, they determined that any potential nominee who served either on last year’s board and/or on this year’s board would be eligible for the office of President-Elect. The wording does not clearly state what AALS’ intentions are in this regard; therefore, I propose to the Strategic Planning Committee Chair, Kara Whitehead, that this wording be clarified, and that our Bylaws be properly amended accordingly.

Executive Secretary: Ten nominations were received; six declined, and four accepted.

Treasurer: Thirteen nominations were received; two were disqualified; eight declined, and three accepted. Our Bylaws state: “A candidate for Treasurer shall be a member in good standing for no less than three (3) years and shall have served as an officer on the local chapter level and as a committee chair for AALS in previous years.”

The Nominees are listed below, and AALS should be thrilled to have any one of these nominees as our officers!

President-Elect: Elena Quillen, PLS

Executive Secretary: Tami Dodd, ALP
Debbie Johnson, ALP
Dianne Meriweather, PLS
Elena Quillen, PLS
(Eliminated, since the only nominee for PE).

Treasurer: Mary Hand, PP, PLS
Dianne Meriweather, PLS
Janice Miller, CPS, PLS, PP

My preliminary report, along with a “sample ballot,” was sent to the membership on November 17, 2014 for the proper ten days’ notice prior to the election. An official ballot was sent out to all members on December 1st and the deadline to submit votes was Monday, December 8th.

Respectfully submitted,
Joyce Morgan, CCM
AALS Nominations and Elections Chair 2014-2015

Ways and Means Report

The Silent Auction baskets continue to be a great source of funds for AALS! At the 2014 AALS Fall Educational Conference and Business Meeting, we raised $358 from the Silent Auction baskets for AALS and $33.68 from the Lighten your Load Campaign for the General Fund. Great job, everyone! Since the Silent Auction Baskets are so much fun, we’ll be doing them again at our Winter Business Meeting, so start getting your ideas together!

Right now we are nearing the end of our exciting iPad Mini fundraiser, which we anticipate will raise a lot of money for the AALS Scholarship Fund and make someone very happy for Christmas! Ticket sales continue through Friday, December 12, 2014. All tickets (sold and unsold) and monies need to be received by Ways and Means Co-Chair Debbie Johnson (P.O. Box 3000, Jonesboro, AR 72403) by Friday, December 19th. The drawing will be held on Saturday, December 20th, and the results will be posted on the AALS website. The iPad Mini will be mailed to the lucky winner on Monday, December 22nd. The member who sells the most tickets will receive a gift card of at least $50.00, so sell, sell, sell! If you need more tickets, please contact Debbie at djohnson@deaconlawfirm.com and they will be sent right out.
Thanksgiving and Christmas greetings to everyone from Saline County LSP! SCLSP has continued to hold in-person monthly meetings and then conduct most of its business via email. We have also finished our RADA fund raiser. SCLSP recently made a donation to the Special Olympics, as we have done for the past several years.

To celebrate Court Observance Week, on October 6, 2014, Martha Cox and Donna Holloway performed a skit entitled “C.O.P.S.,” which is an acronym for capitalization, organization, punctuation, and spelling, for the students participating in the tutoring group held at Abundant Life Center in Bryant, Arkansas. Complete with posters, rap songs, and badges, Martha and Donna performed to the accolades of both students and tutors alike. Bookmarks reminding the students to call the “C.O.P.S.” on their next writing assignments were distributed to all in attendance. As an incentive to prevent the audience from booing the performers off the stage, pizza and soft drinks were served during the performance. (Attorney Jessie Burchfield, who is a law librarian with the University of Arkansas School of Law in Little Rock, started the tutoring group about five years ago to provide tutoring to children who need help with reading and math skills. The children are also taught study skills, and the tutors act as role models. Many children who have taken advantage of this tutoring opportunity, and who once were failing in school, are now reading at or above grade level and are no longer failing a grade.)

For our community Thanksgiving project, SCLSP donated $50 to be used to purchase food for a Thanksgiving meal to be served to those in need in the Alexander, Arkansas, community.

Although our chapter is small (only four members), we all participate in chapter activities and attend meetings. We are looking forward to the Winter Educational Conference and Business Meeting in Fayetteville in January, and hope to see everyone there.

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Let’s go, TEAM!!!

Noun: A number of persons associated in some joint action.
Verb: To join together in a team; to drive a team; to gather or join in a team, a band, or a cooperative effort.
Synonyms: combine, unite, ally, merge.

Okay Members, HUDDLE UP!!!!
I have a question for you. What does NALS/AALS mean to you? Let me tell you what it means to me. It means friendships, opportunities to learn and better myself in a professional capacity, a way to contribute to the legal community, an organization that helps its members. NALS/AALS are TEAMS. We support each other. We work together. We are the definition of the word—a number of persons associated in some joint action.

I felt compelled to write this because I want everyone to think about what these teams mean to them. I know that sometimes we get burned-out when we work our hearts out at something for a prolonged period of time. I know that each person has a busy life. (Believe me, I REALLY know!) However, in order for these teams to be successful we need participation from EVERYONE! NALS/AALS is here to help our members, so our members need to help them.

“Never doubt that a small group of thoughtful, committed people can change the world. Indeed, it is the only thing that ever has.” – Margaret Mead. We probably won’t change the world…but I know we can make a difference in our legal community! I am so glad that I am a part of these teams and I hope you are too!

Ashley Howell, ALP, NEALSP Secretary

CLEC Report
Greetings AALS Members! It is time, once again, to start planning for our AALS Professional Enhancement Retreat. The 2015 event will be held June 19 and 20th at Lake Point Conference Center in Russellville, Arkansas. Make sure you have this event marked on your calendars!!

As always, this is an event for our members, by our members! Please let me know if you have a suggestion of a topic that you would like to include in the Professional Development CLE’s at this coming year’s sessions! I look forward to hearing from you all. Please feel free to contact me at mimi@owattorneys.com.

Mimi Mangrum
AALS CLEC Chair
Report of State Director- White County
by Elena Quillen, PLS

Greetings to all our AALS members from White County!

As always, our chapter has been busy and the time has really flown by. We are still implementing regular Networking Lunches that put the focus on bringing in guests and giving them a taste of all NALS has to offer. They also serve as a great opportunity for our members to get together and visit without a working agenda.

In October our chapter participated in Court Observance Week. Several of our members met for dinner at The Warehouse (which has excellent Mexican food, by the way) and then sat in on a Higginson city council meeting. White County’s own Danny Looney serves on the city council, so it was a nice opportunity to see him in action. Janet Gordon, PP, PLS; Cheryl Summerhill, PLS; and Terri Davis were present at the meeting. In addition to the routine business items, Judge Michael Lincoln addressed the council and persons in attendance regarding the proposed Arkansas Alcoholic Beverage Amendment that is on the November ballot. He urged the council to spread the word to the public that the public should make a careful, informed decision when voting.

Both Danny Looney and I participated in Race for the Cure in Little Rock in October as well. This was my first year, and I walked with a couple of girls from our Probate Clerk’s office. It was an amazing and overwhelming experience for me to see so many gathered together for a worthy cause.

For Halloween, our chapter manned a booth and passed out Halloween candy for the community’s Trick or Treat on the Square. This is an event centered around our courthouse square that allows local children to get candy and play games, all in a centralized location. Our members like to dress up and have a great time at this event. Even the cold wind didn’t deter that this year! I can remember taking my girls to get candy around the court square when they were little.

On Thursday, November 13, our chapter gathered for a Mexican fiesta Thanksgiving potluck. Then later that evening Janet, Cheryl, TJ Higgs, and TJ’s daughter Peyton went shopping for a couple senior citizens that our chapter has adopted for the Christmas season. Our next social event will be our Christmas party, of which member Danny has very graciously offered to host this year. No matter what the occasion, it is always fun when we get to gather together.

All and all, we are having a productive season here in White County and look forward to our next AALS meeting together with you.

Report of State Director- NWALSP
by Kim Wiles

NWALSP is so excited to have AALS members coming to our neck of the woods for the AALS 2015 Winter Business Meeting on January 16 and 17, 2015! Remember to get those hotel reservations made by December 16, 2014 to get the AALS rate! By the way, those rooms - each one is a suite! Why? Because what could be sweeter than rooming with your AALS pals in a suite!

And don’t even get me started on the quality of CLE being presented! We have two top NWA attorneys and a professor from the Paralegal Program at UAFS! Please register by January 1 to avoid late penalties, because we want you to get top quality at a bargain price.

NWALSP will provide a yummy dessert (maybe more than one) for the post-CLE networking event on Friday night. So cozy! Continental breakfast is provided by Homewood Suites. And lunch will warm you from the inside out so you can have energy for that CLE I mentioned earlier as well as the Business Meeting at 1:00 p.m.

Do you think that’s all you’re getting? Oh, no! We have surprises in store for all you AALS members who attend.

I can let you in on one right now: get your suite on Saturday evening at the same low AALS rate. What? Yes. Then you’ll have time to explore and shop NWA and get rested before you head home.

How’s that for a Winter Business Meeting Wonderland?
Report of State Director- NEALSP
by Tami Dodd, ALP

Happy Holidays to Everyone!

I might be biting my tongue for saying this, but the weather here in NEA has been a lot better than it was this time last year! Don’t get me wrong, we have had some COLD days, but at least we haven’t had to cancel anything due to ICE! It has been nice, especially since we have been busy little beavers here in NEA.

Since our last Informer report, many of our members attended the Fall Business meeting hosted by Greater Little Rock LSP (Thank you GLR for a great meeting)! We have continued to have our monthly Business Meetings and fundraisers, as well as CLE and member lunches. We had a delicious Spaghetti luncheon and also did a Causbie’s Cake fundraiser! What a success that was. If you have never had a Causbie’s cake, you don’t know what you are missing!

In addition to the above, we have continued to help out our community. After gathering donations for misplaced residents of Aspen Gardens due to a fire, some of our members were on hand to give the residents the items collected as well as a helping hand with the move-in. We have also continued our work on our Kicks For Kids and were able to raise $1000.00, with the gracious help of our Bar Association, to spend on shoes. To make it even sweeter, Shoe Carnival gave us an additional ½ off their already marked for clearance shoes and no sales tax. We were able to buy at least 50-70 pairs of shoes for children.

Currently, we are getting ready to attend the Bar Association Annual Holiday Luncheon where NEALSP and the Bar Association will be presenting one of our retiring Judges with a plaque. In addition, we are also getting ready for our Holiday Party, which will be at member Ashley Howell’s, ALP, house. It is always a wonderful time when we can get together just for “fun.” We are also looking forward to seeing all our AALS Pals up in NWALSP land!

Until then, stay warm and have a Happy, Safe, and Fun-Filled Holiday!

Report of Certification Committee
by Martha Cox, PP, PLS, Chair

Congratulations to Ashley Howell and Deborah Johnson upon receiving their ALP certification, and to Elena Quillen upon receiving her PLS certification! AALS is proud of you!

The next test date for the ALP, PLS, or PP certification exams will be the last Saturday in March 2015 (March 28, 2015). Applications for those exams must be postmarked by January 1, 2015. NALS usually offers WebEd review sessions for all parts of the exams, so watch the NALS website for dates and times for the review sessions.

And don’t forget to apply for recertification! Congratulations to the following who have recertified:

- Specialty Certification: Doris Compton, PP, PLS
- PP recertification: Doris Compton, PP, PLS
  - Martha Cox, PP, PLS
  - Janice Miller, PP, PLS, CPS
- PLS recertification: Sheila Brown, PP, PLS
  - Jill Hale, PP, PLS

I would encourage all members to become certified. To assist you in accomplishing this goal, AALS has available in its lending library the following study materials:

- NALS Basic Manual for the Lawyer’s Assistant – 11th Edition
- Basic Manual for the Lawyer’s Assistant Student Study Guide - 11th Edition
- Advanced Manual for the Lawyer’s Assistant (textbook)
- Advanced Manual for the Lawyer’s Assistant (student study guide)
- Advanced Manual for the Lawyer’s Assistant (teacher guide)
- Professional Responsibility textbook

If you are interested in "checking out" any of these study materials or if you have study materials you would like to donate to the lending library, please contact me at mccox@boswellaw.com or (501) 847-3031.

Report from Communications/Publications Chair
by Tami Dodd, ALP

I hope you enjoy the “new” Informer. I am always looking for ways to improve and welcome any and all suggestions from you, our members. Remember, this is your Newsletter and the only way we can make sure you receive what you enjoy, is to hear from you. I can be reached at tsdodd2@gmail.com, or 870-336-9287. Please, let me hear your voice!

Please remember to like our Facebook page as we post many interesting tidbits there! Also, if you have something you would like posted to our website, or suggestions for ways to improve on it, send me an e-mail with the information and I will be happy to add it.

Happy Holidays!
Decision Making 101: How to Make the Right Decision with Confidence
by Vickie Voisin, ACP

How do you make a decision? Are you impulsive? Do you agonize and wring your hands?
Do you make every decision complicated? Are you afraid of making any decision at all?
Does making decisions stress you out? Do you procrastinate so you don’t have to make any decision at all?
Recognizing what drives your decision making process can help you make better decisions, as well as control irrationality and impulsiveness.

Here are some strategies that will help you make those better decisions:

1. Understand Your Emotions. The first step toward making better decisions is to understand how your feelings and attitudes motivate your behavior. Those feelings are usually deep-rooted in your childhood and revolve around how you were raised. They might include attitudes toward money or work or possessions.
   Identify these attitudes and work at changing them. You do not want to be the person who buys things you have no use for, or who changes jobs on a whim or forms relationships for the wrong reasons.

2. Think first. If you are an impulsive decision maker, you probably get caught up in the frenzy and can’t stop yourself. Instead of participating in the frenzy, step back, take a deep breath, and spend a few minutes re-evaluating your choices. Even better, sleep on it and make your decision the next day when you’re thinking rationally.

3. Is the decision worth the worry? Be honest…is this a momentous decision, one that will change your life, or one that really won’t matter much in the end? Will it really matter if you choose the pink sweater or the blue one? Insignificant decisions are simply not worth stressing over. Just make your decision and move on.

4. Consider the consequences. Think your options through to the end and consider the consequences you may suffer if you take the path you’re considering. This will help you eliminate the choices that would have poor consequences and help you keep your choices in perspective.

5. Do What's Right. Always choose to make a decision based on what is right and what corresponds with your personal values. Consider what you can and cannot live with. Never base your decision on what is easy. Doing what is right may be a bumpy path for a while but you will sleep better and be happier with yourself in the long run. Consider this quote:
   My basic principle is that you don’t make decisions because they are easy; you don’t make them because they are cheap; you don’t make them because they’re popular; you make them because they’re right. ~ Theodore Hesburgh

6. Listen to your Intuition and Follow Your Instincts. Decisions can’t always be based on statistics and analysis. There are times when your “gut feeling” provides the right choices. If your options have your stomach tied in knots, know that your intuition sending a strong message. As Oprah Winfrey says, “Follow your instincts. That’s where true wisdom manifests itself.”

7. Is there pressure? If you are being pressured to make a decision immediately, consider what is driving the pressure. Perhaps you’re dealing with a salesperson who needs to make quota or by someone driven by competition, greed or power. If the reason for the pressure does not make sense, step away from the pressure and give your decision more thought.

8. Decide not to decide. Not making a decision is a decision in itself…and often the right decision. If you are trying to make a choice between Option One and Option Two, the right decision may be Option Three: neither One nor Two.

9. Heads or Tails? When you are faced with options that are really not very different and either would be a good choice, you can always flip a coin. The point is not to agonize over a simple decision. This is a waste of time and keeps you from taking care of really important life decisions.

10. Don’t look back. Once you have made a decision, don’t look back and don’t worry about “what might have been”. Your goal should be to do your best to make the decision work so you get the results you want.

Your Challenge: Think about why you stress out when it comes to decision making. Work on your attitudes and emotions that play into your decision making process. Always listen to your instincts and, once a decision is made, march forward toward your goal.

Vicki Voisin, "The Paralegal Mentor", delivers simple strategies for paralegals and other professionals to create success and satisfaction by setting goals and determining the direction they will take their careers. Vicki spotlights resources, organizational tips, ethics issues, and other areas of continuing education to help paralegals and others reach their full potential. She is the co-author of The Professional Paralegal: A Guide to Finding a Job and Career Success. Vicki publishes Paralegal Strategies, a weekly e-newsletter for paralegals, and hosts The Paralegal Voice, a monthly podcast produced by Legal Talk Network.

Don’t forgot to like us on facebook: http://www.facebook.com/AALS
INFORMATIONAL ITEMS AND DEADLINES:

January 10, 2015 Distribute Award of Excellence Rules and Regulations to local chapters and members-at-large

January 16-17, 2015 AALS Winter Business Meeting hosted by Northwest Arkansas ALSP

January 22, 2015 NALS WebEd Alternative Dispute resolution

February 1, 2015 Scholarship/Grant applications due to sponsors.

February 15, 2015 Scholarship/Grant applications due to Shelley Jackson, chair

February 27-28, 2015 NALS Professional Development and Education Conference, Doubletree Warren Place, Tulsa, OK, ($99/night-single,double/triple)

March 10, 2015 Award of Excellence applications due to Joyce Morgan, CCM

April 1, 2015 Submission of bids to Pres-elect & President: 2015 Fall; 2016 Winter; and 2017 Annual/Spring meetings

April 1, 2015 Submission for President’s Award to President Linda Adair, PLS

April 15, 2015 Submission of Chapter Achievement Forms to Rita Thatcher, ALS, CPS

April 24-25, 2015 AALS Annual Conference and Spring Business Meeting hosted by White County ALSP; Holiday Inn Express and Suites, Searcy, $99.99/night-single/double; registration $110 members/ $150 nonmembers; room block until April 10, 2015

May 1, 2015 AALS Roster of officers/chairs to NALS Resource Center and local chapter roster of officers/chairs to AALS Treasurer and NALS

May 1, 2015 NALS Award of Excellence Nomination Deadline

June 19-20, 2015 AALS Professional Enhancement Retreat, Lake Point Conference Center, Russellville, Arkansas

July 16-18, 2015 Law and Order on the Border, Holiday Inn City Center, Fort Smith, Arkansas, $89/single/double; registration $50

Fall, 2015 AALS Fall Conference and Business Meeting hosted by NEALSP

October 8-10, 2015 NALS 64th Educational Conference & National Forum, Riviera Casino & Hotel, Las Vegas, Nevada

Winter, 2016 AALS Winter Conference and Business Meeting hosted by Greater Little Rock LSP

Spring, 2016 AALS Annual Meeting and Educational Conference hosted by AALS, Margarett Wilson, PLS, Chair; Mather Lodge at Petit Jean State Park

2. Happier relationships
When you’re spending your workday feeling imprisoned, unhappy and unfilled, it can carry over into your personal life — particularly if you’re keen on venting your workplace frustrations on friends and loved ones. Nobody wants to spend time with a curmudgeon, whereas happy people naturally attract others to them. When you’re happy with your life, others will take notice!

3. Increased productivity
This one is a big perk for employees and employers alike. When you’re feeling good, you’re able to focus and actually accomplish work, which in turn fuels continued success. In fact, research shows that happy employees have 31 percent higher productivity, have three times higher sales and perform 20 percent better than their unhappy counterparts! It goes without saying that when you’re doing your best at work, things like promotions and raises will come even more easily. Perhaps you’re already familiar with the many reasons finding career happiness is vital, but are just not convinced that you have the skills to go out and snag your dream job. Nonsense!

For many people, the biggest roadblock between them and their dream job is their mindset. Learn to adopt a positive mindset and adapt your habits accordingly. Worried your background isn’t up to par? Check out tips from people who transitioned into a job they love — without related work experience or education. Now’s the time to take inventory of your job happiness. If you’re feeling good, rock on. But if you’re feeling trapped or find that your job is sucking the life out of you, it’s time to get inspired and change it up. Finding a job you love may require a bit of legwork, but the return on investment is well worth it.

Dr. Kerry Schofield heads up the U.K. component of Good.Co’s science team and is one of the key designers of the psychometric model. Kerry graduated from the University of Oxford in 2003 with a degree in experimental psychology, followed by an MSC in research and statistics and a Ph.D. in experimental psychology.
Microsoft Word is a powerful piece of software that conceals many of its most useful features. Unfortunately, using Word over time doesn’t improve your skill because you won’t stumble across what you really need to know. You can take classes, read a 1,000-page manual, or start reading this series of articles about the rules of Word, which will help you learn to control the most powerful (and maddening) program you may ever use. Here are the first five rules to help you with your next Word document.

Rule One: There Is A Feature For That

This is a very important rule and should be a big red flag when you are working on a document. Essentially, if you have to keep doing something over and over to get the document to look the way you want, you must be missing a feature that would make it easier. For example, if you don’t like the way your footnotes look so you are “fixing” them by selecting each one and manually changing its formatting, that would constitute an annoying, repetitive and laborious process for which there must be better approach. In that particular case, you would simply find the style called Footnote Text and change it which would instantly update all of your footnotes to the formatting you want without selecting any of them.

Rule Two: Never Create Spacing Between Paragraphs By Using Extra Hard Returns

Many legal documents have single spaced paragraphs with an extra blank line between each paragraph. Using additional hard returns to accomplish this is repetitive, annoying, and requires more (rather than fewer) keystrokes. Further, it makes it easy to end up with too many lines between paragraphs or not enough.

In fact, this is one of the things that Word users routinely look for and fix before printing a document. Word has a feature for creating vertical space between paragraphs automatically. It’s fast, requires fewer keystrokes, and will never allow you to end up with too much or not enough space between paragraphs. You can get to this setting by right clicking on your paragraph, selecting Paragraph, and going to the Indents and Spacing tab. From here, you have four options to create automatic spacing between your paragraphs.

1. Define Spacing Measurements: Generally, 6 points of space is a half line; 12 points is a full line; eighteen points is one and a half lines and twenty-four points is two lines.

2. Define Spacing Before: If you would like Word to automatically insert an extra space above each paragraph, use Spacing Before. Make the Spacing Before 12 pt. This will add a double space above each single spaced paragraph.

3. Define Spacing After: You can do the same thing as above, but the space will occur after each paragraph. Just follow the steps listed for Spacing Before only add the points to Spacing After.

4. Using Lines Rather Than Points: If you find the point system confusing, you can always erase the “pt” measure and type “1 line.” If you switch from points to lines, the up and down arrows will make adjustments in those terms.

Rule Three: Never Use Spaces To Line Up Text

Not every character occupies the same amount of horizontal space (even the same character like a space). For example, in the screen shot below, exactly five spaces were entered before and after each paragraph number. I inserted a red line into the screen shot, so you can see how misaligned the paragraphs look with the same number of spaces.

Instead of spaces, you want to use tables, tabs, and indents to line up your sentences. These methods will work perfectly and add to the professionalism of your document.
Rule Four: Strip The Formatting of Pasted Text

If you copy text from one document (or another program), you will often bring along formatting attributes foreign to the document. To avoid document issues, it is best to remove all of the formatting when you paste the text. This will allow the text to absorb the formatting of the document you’re pasting into.

The Paste Options button addresses this by giving the user the option to keep the source formatting, match the destination formatting, or strip the formatting (Keep Text Only).

Rule Five: Don’t Violate Outline Rules

Yes, there are specific rules to outline paragraph numbering and formatting which lawyers routinely violate. Here are the big two:

1. Do Not Number Only One Sub-Paragraph: If you do not have a B. paragraph, you cannot have an A. In that case, the paragraph should be un-numbered. If you have an article with a single paragraph below it before the next article, that paragraph should not be numbered. In other words, the following is incorrect. The paragraph numbered 4.01 should be un-numbered because it is the sole paragraph under that article.

2. Don’t Change Numbering Schemes In the Middle of a Document: In other words, if your document employs numbering or lettering, be consistent about its use. If you properly use Word’s multi-level list numbering, it won’t let you switch numbering schemes in the middle of a document.

Ultimately, how a document looks and its readability impacts how readers feel about you. Following these rules will create the favorable impression you need to make.
For it is in giving that we receive.

[St. Francis of Assisi]
In 1990, Michelle Grilletta, a legal secretary with the law firm of McDaniel & Wells, became a member of AALS and NEALSP. Over the next 24 years, Michelle received her PLS certification and held many officer positions within AALS and NEALSP. Today, Michelle Grilletta, PLS, Trial Court Assistant for Judge Randy Philhours, will be moving from Arkansas to begin a new season in her life. Michelle, we will all miss you greatly but wish you the best of luck in your new adventures. May Texas bring you great happiness!!!!
We may not be able to see you

But we will never forget you!

Best Wishes Michelle!