



# Legal Assistants of Wyoming

Newsletter  
September 2009



## Current Board Members

President: Anita Schroder

President Elect: Susan Lewis

1st Vice President: Shannon Rezanina

2nd Vice President: Cherry Kildow

Secretary: Sarah Pugh

Treasurer: Rhonda Beck

NALA Liaison: Tamara Fox

Regional Directors

Region 1: vacant

Region 2: Christina Gaddy

Region 3: Sarah Hall

Region 4: Rhonda Chamblin Hoadley

Region 5: Andrea Syvrud

Visit  
our "NEW"  
Website:

[www.lawyo.com](http://www.lawyo.com)



FALL SEMINAR  
OCTOBER 2-3, 2009

Clarion Inn & Convention Center, Gillette, Wyoming  
See the Seminar Brochure for more information

and registration!!

## **PRESIDENT'S MESSAGE**

Hello everyone, I hope you have had a great summer. Fall is the time we begin to think about vacation being over, Back to School and time to get back into a routine. That's kind of where we are with Legal Assistants of Wyoming this month as well. The Fall Seminar is planned and we are just putting on the finishing touches. Watch for your brochures either on the Web-site or in the mail and plan to join us in Gillette on October 2 and 3<sup>rd</sup>. We've got some new and interesting topics planned for this seminar and Gillette is so close to the Black Hills you could run over to Deadwood on Saturday night or take a nice drive through the Hills. So there's a lot to look forward to and I hope to see you all there.

One of the duties of the President is to appoint members to the various committees we try to keep active each year. You should have all seen the e-mail I sent out with the list of Committees we have available. I have filled several of the open positions but still need some more volunteers. Please consider becoming an active part of this Association and support our profession here in Wyoming. I have attached the list of committees again here, so talk a look and see where you fit.

I also want to announce that we now have Regional Directors in every Region with the exception of Region 1. The Regional Directors are as follows:

Region 1 – vacant  
Region 2 – Christiana Gaddy  
Region 3 – Sarah Hall  
Region 4 – Rhonda Chamblin Hoadley  
Region 5 – Andrea Syvrud

Thank you ladies for volunteering your time and energy to serve in these positions we all really appreciate your dedication to the Association. Please be watching for e-mails from your Regional Directors with information on Regional activities and more ways you can become involved. Also, if anyone from Region 1 is interested in filling the vacancy there please let me know.

Well that's all for now. I'm looking forward to seeing you all in Gillette in a couple of weeks.

Anita Schroeder, ACP  
President Legal Assistants of Wyoming



### **PRESIDENT ELECT – Susan Lewis**

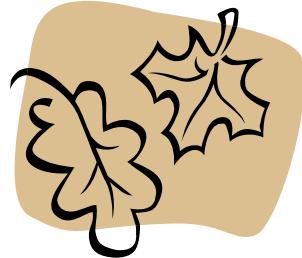
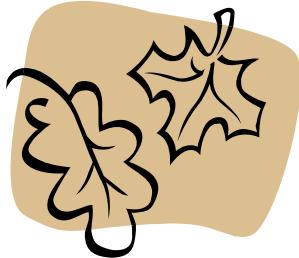
Happy Fall Everybody.

I am pleased to be your new President-Elect. As your President-Elect I will be reviewing the by-laws and proposing any changes to the membership that are appropriate. The first by-law I will take a look at is the way we elect our board members. Please contact me with any by-law changes you think the membership should consider.

I hope all of you have checked out the new web site. Tammy and Anita have worked very hard to get the site up and running.

Please give Anita a call or send her an e-mail and sign up for a committee, our membership is only as strong as it members.

See you all in Gillette for the Fall Seminar.



#### **1<sup>ST</sup> VICE PRESIDENT - Shannon Rezanina**

Hello, I want to invite everyone to the Fall Seminar in Gillette on October 2 and 3<sup>rd</sup>. We have a great line up on speakers this year. The speakers include a private investigator, K-9 officers, a Sheriff's investigator, and GAL attorneys. If you have any questions regarding the seminar, please email me at [srezanina@wpdn.net](mailto:srezanina@wpdn.net) or give me a call at 265-0700 or 259-0151. I hope to see everyone at the seminar!

#### **NEW MEMORABILIA**

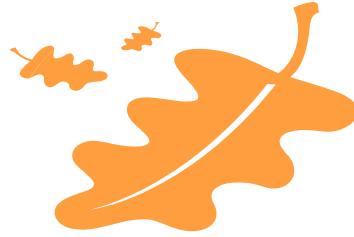
Watch for new Memorabilia at the Fall Seminar and on the Web-site

#### **OUTSTANDING STUDENT AWARD**

For the student members, we were asked to look at the qualifications to apply for the Outstanding Student Award. We have amended the grade point average qualifications to hopefully allow more students to be eligible to apply. You can check out the website for the application and qualifications or contact Wendy Trembath, LAW Student School Liaison and Awards Committee Chair at [wtrembath@earthlink.net](mailto:wtrembath@earthlink.net) or 307-266-5297 for more information.

## **NALA CONVENTION**

*NALA Liaison* Tammy Fox and President Anita Schroeder attended the NALA convention in San Diego in July and had a fabulous time. The educational events were top notch as usual and the networking and information on where our profession is Nationally were motivating as well as challenging. We learned that many of the state organizations are having some of the same issues as we are with lower membership numbers. We were challenged to find new ways to motivate our existing members, round up old ones and recruit new ones. Please read the full convention report from Tammy on the next page.



## **2nd VP MEMBERSHIP**

Thank you to all members who have renewed their memberships and welcome to all new members. I, as well as the other Board members, hope that 2009-2010 will be one of increased membership and strong participation, and would like your help to make this happen. The revamped LAW website is now interactive and available for many things such as applying/renewing membership, viewing upcoming events, enrolling for seminars, and participating on bulletin boards. Using the online applications is now the only way to become a new member or renew your membership. Once you log in to the site, you will have four choices under the *Membership* tab. If you are a current LAW member, choose the Membership Renewal Form. Choosing the *Active Membership Application* will result in the system charging you \$75.00 rather than the \$60.00 renewal fee. We've had a few glitches as we all learn to use the new system, but we expect it will make the membership process more efficient and cost effective.

I've been a member of LAW since 1995, but haven't been as active in the last few years. I decided to become involved again because I'm concerned about enrollment and participation and would like to do something to help. As 2<sup>nd</sup> Vice-President, I am responsible for keeping track of membership and making sure everyone who joins LAW or renews gets their membership card. I am also the chairperson of the Membership Committee whose purpose is to address concerns about the membership process, but also to promote and encourage new members. This has always been a tough problem and even more so now. As a Board, we all need your thoughts and suggestions about membership and ways we can increase it throughout the state. Please feel free to e-mail me or other Board members with your concerns and/or suggestions or if you want to help on the committee. (I can use all the help I can get.) You can also use the Bulletin Board forum under *Members Only* to ask any question or discuss any topic you want. I really do want to hear from you.

Cherry Kildow, CLA

**NALA LIAISON**  
**Tamara A. Fox, CP**

First and foremost, I want to thank the members of this association for electing me to represent you at NALA's Annual Meeting and Convention. Anita Schroeder and I attended the convention in San Diego in July. As always the convention was packed with outstanding continuing legal education. Anita and I both attended the Human Resources Institute. Of course, the sites and entertainment in downtown San Diego's Gaslamp District kept us busy when not attending convention activities. One of the big buzz items at this year's convention was the new electronic voting system for officers and board members, which not only simplified the process, but freed up time to allow for one more presentation. Leave it to NALA to never let a convention attendee experience a dull or free moment when attending the convention! I think NALA will need to spruce up the Annual Meeting with the elimination of the elections because it was very apparent that attendance was low during the annual meeting as a result of the electronic voting procedure. There is no doubt in my mind NALA is on top of how to attract members to attend the annual meeting now that the election process is electronic.

NALA has revamped its website and for those that have not had a chance to explore the website, I encourage you to do so at [www.nala.org](http://www.nala.org). It is filled with a wealth of information about the paralegal profession nationwide. The Advanced Certified Paralegal ("ACP") program is now available online, along with NALA Campus and NALA Campus LIVE! Programs. These educational programs are among the best available and offer very diverse continuing education courses at reasonable costs. However, I must agree with Linda J. Wolf, NALA President, when she states in her article in the August 2009 Facts & Findings, "Real 'Real' Time:"

*It certainly may be effective and more cost efficient to hold meetings by computer conferences, and to keep up with continuing education or certification through Web-based programs, but I doubt the richness of true face-to-face communication will ever be replaced. Just think of how often your own emails have been misinterpreted because the reader couldn't see your body language or hear your tone of voice.*

*There is something about being right in the middle of what is going on that brings a level of participation unmatched by technological means... Preserving the face-to-face human experience in communicating with each other is an important part of the fabric of our profession.*

Ms. Wolf is absolutely right and hit the nail right on the head! With that said, I encourage everyone to attend (face-to-face) LAW's Fall Seminar in Gillette, Wyoming. Shannon Rezanina and her education committee have put together a fabulous new line up of topics and speakers. The skills you obtain from these speakers can be used by paralegals no matter what area of the law you are focused on.

## REGION 3 NEWS

Dear Region 3 Members:

I hope that everyone had a wonderful summer. It is time to gear up for all of the Fall and Winter LAW events. The first event this fall is the LAW/Casper College Lunch. Please mark your calendars and plan on attending September 23, 2009 at 11:30–1:30 in Room 217 at the College Center. As in the past we are asking all LAW members to bring some sort of food item to share (Sub sandwich, chips, salad, meat and cheese tray, etc.) and Mary will be providing the place setting and drinks. Last years turn out was not as we had hoped, and there was barely enough food to go around. So again please plan on attending.

Here is what we are going to change up a little this year: Instead of just having speakers talk about LAW we will be presenting the new website to the students and to other members that have not had the opportunity to view all of its great features. We are hoping that the website will be a tool to keep the members and students connected.

We will also be continuing our monthly lunch meetings. The LAW/Casper College Lunch will be it for September and then watch your e-mails for dates in October and beyond. I have a couple ideas regarding an activity around Christmas that I would like to discuss with everyone as well.

I hope to see you all on September 23<sup>rd</sup>, and please let me know if you have questions about anything.

Sarah Hall, CP

Region 3 Director



**SALE**  
**DISCOUNTED**  
**MEMORABILIA**  
Shorts: \$2.00  
Shirts: \$5.00  
Sweatshirts: \$10.00

Expiration Date: 00/00/00

### **CLA Review Course**

Anyone interested in taking the CLA review course at Casper College needs to contact Mary Kubichek at 268-2618. Classes are Thursdays from 11:00 am to 1:00 pm and will begin on September 10, 2009. This is a great resource for expanding your credentials. Also if any graduates have CLA review manuals or material that you would like to donate back to the program please contact Mary.

## **WEB SITE DEVELOPMENT**

Tamara A. Fox, CP

I have also spent a great deal of time bringing Legal Assistants of Wyoming into the Internet Revolution with the development of our new website. We are still working out some unexpected glitches in our system (not to mention costs associated with those glitches). I will preserve and strive to continue to develop a website that will support our association operations and the paralegal profession without making a huge dent in our checkbook.

I will keep you up to date on my progress and ask for your patience as we work through this process. There will be changes coming in the next few weeks, again!



## **CASPER COLLEGE NEWS**

Congratulations to Laura Kearney! Laura was chosen and received LAW's Outstanding Student Award. The award was presented at dinner during LAW's Spring Seminar in Casper.

Casper College Center for Learning through Service held its first annual Student Service Recognition Reception. Congratulations to **Laura DuQuette** on her award of the Spring 2009 Outstanding Student Service Award! Laura is a student in the Casper College Paralegal Program.

## **CASPER COLLEGE LEGAL SERVICES**

Casper College Legal Services will be entering its third year and taking new clients in September. The program goal is to take 10 clients in September and 10 clients in January. They will need an attorney and his/her paralegal to supervise a student paralegal with each client. If anyone is interested in participating or taking a client, it would be a simple civil matter. If you know an attorney who may be willing to supervise a case, think you would like to volunteer, or have any questions, please contact Mary Kubichek, Casper College Paralegal Program Director, at 268-2618. Any support for the community or legal professional is greatly appreciated.

## **LEGAL ASSISTANTS OF WYOMING COMMITTEE JOB DESCRIPTIONS**

Some of the committees in Legal Assistants of Wyoming are dictated by our By-Laws and certain officers are automatically the Chairpersons of those committees. Other committees are appointed annually by the President. Here is a list of our current Committees, Duties and current member, as you can see there are many vacancies.

<b>Committee</b>	<b>Duties</b>	<b>Chairperson</b>	<b>Members</b>
BY-LAWS	Review the By-Laws to determine if any changes need to be made – make recommendations to the Board for By-Laws changes	President Elect – Susan Lewis	
EDUCATION	Plan Educational Events to provide required continuing legal assistant education including 2 Seminars a year	1 <sup>st</sup> VP – Shannon Rezanina	Deborah Jennings
MEMBERSHIP	Promote Membership, recruit new members, maintain membership renewals and membership roster	2 <sup>nd</sup> VP – Cherry Kildow	Regional Directors
NEWSLETTER	Compile and edit a Monthly Newsletter to be published on the Web-site with news and event announcements	Sarah Pugh	
FINANCE / Audit	Maintain the financial records of the Association, pay the bills and propose a budget to the Board	Treasurer – Rhonda Beck	
MEMORABILIA	Order, inventory and sell the Association Memorabilia at Seminars and on the Web-site	Amanda Nelson	Sarah Hall
NOMINATIONS	Publish calls for nominations and a slate of officers, carry out the Elections for Regional Directors in accordance with the By-Laws	Amy Wyatt	
AWARDS	Review and/or revise the Awards given out by the Association each year, publish the call for award applications, determine the award recipients and obtain certificate of award		Wendy Trembath

<b>Committee</b>	<b>Duties</b>	<b>Chairperson</b>	<b>Members</b>
BAR LIAISON	Maintain relations with the Wyoming State Bar, and the Wyoming Trial Lawyers Association. Plan presentations at Bar Association Meetings, staff presentations and promotional activities at Association Meetings. Provide continued work on recognition and/or affiliation with Bar Associations	Jayme Bjorklund	
PUBLIC RELATIONS	Promote the Association in the Legal and non Legal community by organizing activities such as career days, participation in charity and pro-bono events and activities (we might consider a separate committee just for pro-bono activities)	Kathleen Vassios	Tara Moore
STUDENT MEMBERSHIP	Promote student participation in the Association by providing contact and assistance in various ways to the paralegal students at Casper College and Laramie County Community College	Margot Elizabeth Glendenning	
WEBSITE	Maintain the website information and resources	Tammy Fox	



Secretary—Sarah Pugh, ACP

Please contact me if you have news for next month's newsletter.  
[sarahpugh1116@hotmail.com](mailto:sarahpugh1116@hotmail.com)