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Region One (1)*

*Vacant
Region Two (2)*

*Tricia Lovelace
Region Three (3)*

*Kathy Lackey
Region Four (4)*

*Vacant
Region Five (5)*

P.O. Box 155
Casper, WY
82602-0155
www.lawyo.com



Newsletter

**January
2019**

Happy New Year!

Changes to NALA CLE Requirements/Opportunities

The Paralegal Association (NALA) has recently made a few changes to its CLE requirements and qualifications. These changes became effective January 1, 2019. If you missed the memo, here is a summary of the changes:

Certified Paralegals may now obtain three CLE hours for an individually-published article of 1,000 or more words. The article must be published in a legal publication (see NALA Facts & Findings Editorial Guidelines (2014)). If an article has more than one author, hours will be prorated based upon the article's number of authors and words. To obtain credit for such an article, a CP should enter three hours of CLE into his or her NALA account and then submit his or her contact information, a copy of the article in publication, and the article's word count to cle@nala.org.

CPs that are also NALA members may earn one hour of CLE for reading five specific articles (they will be designated in each issue) in one issue of NALA's publication *Fact & Findings* and passing a follow-up test on those articles (all articles must be from one single issue). Credit must be submitted within one year of the date of the publication of the issue, and no partial credit will be given. A CP can earn up to two hours of CLE this way per year, with a maximum of five hours per each five-year certification period.

Finally, the previous one-year extension given to CPs to meet all the necessary recertification requirements will no longer be offered. Reminder emails regarding recertification will be sent to CPs one year, three months, two months, and one month prior to their certification expiration date. CPs with extenuating circumstances may file a hardship appeal on NALA's website within 60 days prior to their certification expiration date to attempt to obtain more time to meet their requirements for recertification.

For more information, visit <https://www.nala.org/sites/default/files/files/users/5-Recertification%20Process.pdf>.

-Barbara Heisner, CP
President Elect

Some Quotes to Keep in Mind for a Great 2019...

"NEVER BE AFRAID TO RAISE YOUR VOICE FOR HONESTY AND TRUTH AND COMPASSION AGAINST INJUSTICE AND LYING AND GREED. IF PEOPLE ALL OVER THE WORLD...WOULD DO THIS, IT WOULD CHANGE THE EARTH."

-WILLIAM FAULKNER

"It's better to risk saving a guilty man than to condemn an innocent one."

-Voltaire

"A man who dares to waste one hour of time has not discovered the value of life."

-Charles Darwin

"DO YOU THINK MINERS STAND AROUND ALL DAY TALKING ABOUT HOW HARD IT IS TO MINE FOR COAL? THEY DO NOT. THEY SIMPLY DIG."

-CHERYL STRAYED, *TINY BEAUTIFUL THINGS: ADVICE ON LOVE AND LIFE FROM DEAR SUGAR*

"BIG JOBS USUALLY GO TO THE MEN WHO PROVE THEIR ABILITY TO OUTGROW SMALL ONES."

-RALPH WALDO EMERSON

"Opportunity is missed by most people because it is dressed in overalls and looks like work."

-Thomas Edison

"Very often, a change of self is needed more than a change of scene."

-A.C. Benson

"There is only one way to avoid criticism. Do nothing. Be nothing. Say nothing."

-Aristotle

“People often say motivation doesn’t last. Neither does bathing, that’s why we recommend it daily.”

-Zig Ziglar

“Paralegals do not surrender. They go down in a blaze of glory.”

-Jamie Collins

“When your work speaks for itself, don’t interrupt.”

-Henry J. Kaiser

“SOMEDAY IS NOT A DAY OF THE WEEK.”

-AUTHOR UNKNOWN

“The very first step towards success in any occupation is to become interested in it.”

-Sir William Osler

“Trust that little voice in your head that says ‘wouldn’t it be interesting if...’ And then do it.”

-Karen Lamb

AND FINALLY....

“Before I do anything, I ask myself ‘would an idiot do that?’ and if the answer is yes, I do not do that thing.”

-Dwight Schrute, *The Office*

Quotes Found:

<https://www.brainyquote.com/topics/law>

<https://www.snacknation.com/blog/motivational-quotes-for-employees/>

Region 3 News

Tricia Lovelace, Region 3 director

Happy New Year!! Region 3 kicked off this year's social events with a Karaoke Night at The Office back in November. Attendance was lower than we were hoping for, but a good time was had by all!

We hosted our Tacos and Trivia Christmas Party on December 22nd at Yellowstone Garage. Attendance was down this year, but I suspect that this had to do with the party taking place later in the month than usual. The food was delicious, and we had quite a bit left over. Everyone enjoyed the trivia game, the Michael Jackson songs audio round was probably my personal favorite. As I was hosting the event I elected to Emcee the trivia game rather than play (to avoid the "appearance of impropriety") so I spent most of the night dancing around in my Elf dress and jingle bell slippers!

I am hoping to plan a few more fun social events, but my personal life is about to get crazy (dance competition season is just weeks away) so please bear with me!! If you have any suggestions for fun activities I would love to hear them!!

A big thank you to our Region 3 event sponsors

**EVENT SPONSOR
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Region 3 Christmas Party

**WILLIAM AND SUSAN
HEISNER**

**EVENT SPONSOR
2018-2019**

Region 3 Christmas Party

**DAVID AND MARY
KUBICHEK**

Social Event: Karaoke



Region 3 Christmas Party



Region 3 Christmas Party continued...



SILVER SPONSOR
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Region 4 News

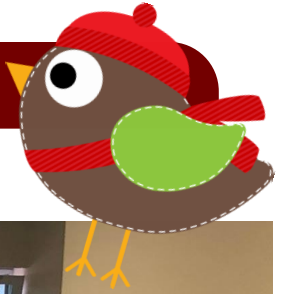
Kathy Lackey, Region 4 Director

Happy New Year, LAW!! In December, Woodhouse Roden Nethercott, LLC again hosted our Christmas Potluck lunch. We very much appreciate their generosity in offering their conference room for our party. We had a great turn-out with 19 attendees. Let me tell you – some of these folks can cook! Some, like myself, totally rock at supporting others who can cook. Needless to say we enjoyed wonderful food, fun, conversation, and laughter as we played a “Get to Know You Bingo” game. And they were all great sports as I asked them to take turns answering random questions about themselves such as “What’s the best concert you ever attended?” Or “What are you currently watching on Netflix?” It made for fun conversation and we all got the chance to know each other better. Once again we collected toys to donate to Toys for Tots and had a wonderful response from members, their co-workers, friends, and family. We had boxes at two members’ firms and were also given permission to put one out at the Courthouse. When we gathered everything together at the end we had more than filled two of the collection boxes for the Toys for Tots people to pick-up. It was great to participate in something that will bring joy to others and helped brighten the Christmas season for all of us.

Region IV continues to enjoy our monthly Brown Bag Lunches. It is a great opportunity to keep members up to date on what is happening with L.A.W. and N.A.L.A. as well as what is going on locally. We usually meet the second Wednesday of each month at noon at the Courthouse Atrium in Cheyenne. These meetings are open to all paralegals and we always welcome guests as well.

Save The Date: Next Brown Bag Lunch
February 13, 2019

Region 4 Christmas Party



Happy
Holidays!



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TO OUR GENEROUS
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**Thank
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& McGRATH, LLC**



NALA Updates

Hello everyone, Happy 2019! I hope everyone has an awesome year! Did you hear where the NALA Conference is this year???? Well I will tell you! It will be held at the Westin Kierland Resort & Spa in Scottsdale/Phoenix, Arizona. <https://www.marriott.com/hotels/travel/phxws-the-westin-kierland-resort-and-spa/>

The resort is beautiful and the sessions will be amazing this year. So keep a look out for the registration coming soon. I encourage you to attend if you can, it is an amazing conference!

Also, if you or if you know anyone who would like to be featured in Facts & Findings Member Profile section let me know! I would love to have some Wyoming faces in the magazine. I am also looking for articles for Facts & Findings, so if you or if you know any attorneys or paralegals that love to write, have them contact me and I will give the details.

Shannon Rezanina, ACP

srezanina@wpdn.net

Save the Date: NALA Convention, July 11-13, 2019



TREASURER UPDATE

Wendy Trembath, CP

The first half of the fiscal year has certainly been interesting financially! Overall, our expenses are at about 60% of our budget as of the end of 2018, which is pretty normal, but we have had some interesting challenges along the way.

INCOME

In a normal year, about half of LAW's income comes from memberships and CLE events, and the other half comes from sponsorships. By mid-November, we had collected about 90% of our budgeted income from memberships, which is only a tiny bit shy of normal. (We usually get additional memberships in the Spring before the seminar.) However, by late-November, we had collected only about 20% of the budgeted *sponsorship* income for the year, and the Board was very concerned.

We suspected that perhaps our former sponsors just needed a "reminder" about their typical annual sponsorship of LAW. So, we sent out "thank you" cards to all of our sponsors over the last five years. The cards had a humorous, Thanksgiving-related, legal cartoon on the front, and big letters inside: "Thank you for your support of LAW over the years." For those who had not yet sponsored us, we included another sponsorship registration form.

Well...it worked! In late November and early December, we received sponsorships from many firms that have sponsored us in the past. The cost of the thank you cards and postage (about \$50) was more than offset by the sponsorship income we received (about \$1,150). We still have a shortfall in sponsorship income (about 35%), but things are looking a little better than they looked in the fall. (Ask your firm about sponsoring LAW! There are still great advertising benefits and seminar discounts available.)

The Board has encouraged the Regional Directors to put together a few more CLEs in 2019 to help make up for the deficit in the sponsorship income. The Board has also requested "austerity measures" on several of the line items in the budget. Spending less, even though the funds are budgeted, will keep our income and expenses balanced.

EXPENSES

None of LAW's expenses have been out of line so far this year. In fact, we have underspent in many categories. The NALA Convention expense came in under budget, and the Fall Seminar was also less expensive than budgeted. The sponsorship drive came in under budget, and the regional events expenses are also still under budget at this time. At this time, LAW has spent about \$600 less than it has collected.

CALL FOR NOMINATIONS

Pursuant to Article 9.1 of our Bylaws, it is that time of the year again to nominate candidates for officers to serve on the 2019-2020 Board of Directors for the Legal Assistants of Wyoming. If you are thinking about running for a position on the Board, or have been out of loop for a while and would like to join, feel free to nominate yourself!! You must be an active member of LAW to serve on the Board.

Terms of office for all elected and appointed officers and regional directors shall be one year, with the exception of the position of Treasurer, which shall be two years. (Please refer to section 8.6 of the Bylaws). Wendy Trembath was elected Treasurer for the 2017-2018 and 2018-2019 terms, and will NOT maintain that position for 2019-2020.

Our current President-Elect is Barbara Heisner and she will serve as President for the 2019-2020 year.

Please nominate a candidate for the following positions: President-Elect, First Vice President, Second Vice President, Treasurer, Secretary and NALA Liaison. Attached below is a description of each position and the responsibilities for each office, taken from pages 13-14 of our Bylaws.

Pursuant to our bylaws, all board member nominations for the 2019-2020 board year must be submitted by February 15, 2019. Listed on the next few pages please find a brief summary of the board positions.

Please return your nominations to Tammy Wuertley by February 15, 2019. You can submit the nomination by mail (P.O. Box 155 Casper, WY 82602) or email (wuertley@spencelawyers.com).

President. The President shall preside over all Executive Committee meetings, Board of Directors meetings, and membership meetings. The President shall be a voting member of the Executive Committee. The President shall pass the President's files to the successor immediately upon installation and shall cause all other officers' (except the Treasurer's files) and chairmen files to be passed to respective successors. The President shall also cause the treasurer's files to be passed to the successor by or before the fifteenth day following the completion of the audit as defined in Article 11.9. The President shall be an ex officio (non-voting) member of all other committees except the committee on nominations and elections. The President shall be a listed signator on the Association's bank accounts and shall have signatory privileges.

President-Elect. The President-Elect shall assume duties of administration as delegated by the President. This officer shall automatically be chairman of the committee on bylaws revision and amendments. The President-Elect shall preside and shall assume all duties assigned to the President in the President's absence. The President-Elect shall automatically assume the office of President after having served one (1) year as President-Elect.

First Vice President. The First Vice President shall automatically be chairman of the committee on education. These duties shall include planning seminars and workshops and working with NALA in the event of co-sponsorship of any programs. The First Vice President shall also be responsible for fulfilling the educational requirements under Article 6.4 of these bylaws and shall report such educational meetings to the NALA Liaison. The First Vice President shall be a listed signator on the Association's bank accounts and shall have signatory privileges for purposes of providing educational opportunities and continuing education seminars.

Second Vice President. The Second Vice President shall automatically be chairman of the membership committee and shall be charged with the responsibility of developing programs to encourage membership in this association. This officer shall receive all applications for membership and execute all membership cards to this association's members. The Second Vice President shall work with the national counterpart (NALA Second Vice President) to encourage membership in NALA. This officer is also responsible for keeping a current roster of membership and reporting the membership to all officers and this association's NALA Liaison.

Secretary. The Secretary shall be responsible for minutes of all meetings and permanent minutes and other permanent records of the association. This officer shall assist the President in any way, including giving notice of meetings. Association minutes of any meeting shall be available to the NALA President upon request.

Treasurer. The Treasurer shall automatically be chairman of the committee on finance. The Treasurer shall be a listed signator on the Association's bank accounts and shall have signatory privileges. These duties shall include management of financial transaction, subject to approval of the Executive Committee and as provided in the budget. The Treasurer shall prepare a proposed budget for the ensuing fiscal year to be adopted by the membership at the annual meeting. The proposed budget shall be submitted to the Executive Committee prior to presentation at the annual meeting. The Treasurer shall be bonded at the expense of this association. All disbursements of association funds shall be by association check or electronic payment, signed by the Treasurer, President or First Vice-President. This officer shall submit a written financial report at each regular meeting to be attached to the official minutes as part of the permanent record. This officer is also responsible for submitting the appropriate funds associated with the renewal of this association's continued affiliation with NALA.

NALA Liaison. The NALA Liaison shall act as Parliamentarian for the association. This officer shall be a NALA member. This officer shall have served at least (1) year as a board member of LAW or served as a committee member of Law. This member shall be familiar with the NALA By-laws and Standing Rules, shall receive minutes of all NALA meetings and shall represent this association at the NALA annual meeting of affiliated associations. This officer shall report bi-annually (December 1st and June 1st) on association activities to the NALA Affiliated Associations Director on forms provided by NALA headquarters, and shall report all officers' and members' names to the NALA Affiliated Associations Director.

This officer may submit items this association wishes to be discussed at NALA annual meetings to the NALA Affiliated Associations Director and may participate in discussion sessions at NALA annual meetings.

This officer shall, within sixty (60) days of passage, notify the NALA Parliamentarian and Affiliated Associations Director of any changes in this association's bylaws. This officer shall be the main contact between NALA and this association. This officer shall be a member of the governing body of this association.

Regional director nominations are also due by February 15, 2019. Listed below please find a description of the regional directors duties and the counties included in each region.

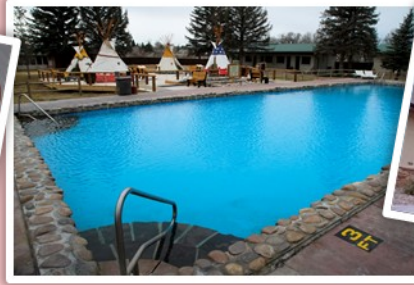
Regional Directors. Each Regional Director shall work with the Second Vice President in the promotion of membership and shall work with the First Vice President in the coordination of education programs within their respective regions. Regional Directors shall attend meetings of the Board of Directors as nonvoting attendees at the invitation of the President to report on the activities of their respective regions, and to keep members of their regions advised of the activities of the entire association.

For Regional Directors, please nominate candidates for your region only! The regions are comprised as follows:

- Region 1: Teton, Park, Big Horn, Hot Springs and Washakie Counties
- Region 2: Sheridan, Johnson, Campbell, Crook and Weston Counties
- Region 3: Fremont, Natrona, Converse and Niobrara Counties
- Region 4: Goshen, Platte, Laramie, Albany and Carbon Counties
- Region 5: Sweetwater, Sublette, Lincoln, and Uinta Counties

Please return your nominations to Tammy Wuertley by February 15, 2019. You can submit the nomination by mail (P.O. Box 155 Casper, WY 82602) or email (wuertley@spencelawyers.com).

2019 Spring Seminar



Save the date for our 2019 Spring Seminar and Annual Meeting! This event will be held on Friday and Saturday, April 26-27, 2019, at the Platte Valley Community Center in Saratoga, Wyoming.

Saratoga is a short distance from Rawlins, and is home to the world's largest mineral pools and hot springs. The seminar will begin on Friday afternoon followed by a social hour and ice-breaker at the Snowy Mountain Brewery, located inside of the Saratoga Hot Springs Resort, 601 E. Pic Pike Road.

L.A.W. will be holding its annual meeting and election of new officers during the seminar. We strongly encourage our members to attend this meeting. Your voice is crucial to our organization. In the last few years, membership has declined, and everyone's input and ideas are greatly appreciated and needed! We will also be holding the election for the 2019-2020 Board of Officers. Nominations will also be accepted from the floor, so if you are interested in serving on the L.A.W. Board, make sure you attend!

A block of standard queen rooms, as well as deluxe queen rooms has been reserved for our group at the rate of \$119 per night (standard) and \$139 per night (deluxe). To book your room, call the resort directly at (307) 326-5261. These rates are good Friday through Sunday, just in case you want to spend an extra day enjoying this awesome resort. For more information on the resort, visit: www.saratogahotspingsresort.com



Platte Valley Community Center



Saratoga Hot Springs Resort

LAW AWARDS

Wendy Trembath - Awards Committee Chairperson

Time has come once again to apply for LAW's two scholarship awards and nominate members for LAW's Member Making a Difference Award. **The deadline for applications and nominations is March 1, 2019.** The committee and the Board will decide the winners by April 1, 2019. (No foolin'!) Winners will be notified shortly thereafter, and the awards will be presented at the Spring Seminar and Annual Meeting.

LAW Outstanding Student Award

To apply for the Outstanding Student Award **you DO NOT have to be a member of LAW.** This award is LAW's way to encourage both excellence in paralegal education, and future involvement and membership in Legal Assistants of Wyoming. The monetary value of this award is around \$350-\$400! The winner of this award receives:

Membership to LAW paid for one year beginning June 1, 2019.

Registration for LAW's Spring Seminar and Annual Meeting on April 26th and 27th in Saratoga, WY. (This does not include travel, hotel accommodations or extra guest registrations.)

A CLA/CP Review Manual.

A plaque to honor the award winner.

LAW Future CLA/CP Attainment Award

To apply for the Future CLA/CP Attainment Award **you MUST BE a member of LAW.** This award is to encourage paralegals to take NALA's CLA/CP exam to obtain certification credentials. The monetary value of this award is around \$250-\$275! The winner of this award receives:

NALA Exam Fee paid for by LAW. (This does not include other fees that may be associated with taking the NALA CLA/CP Exam.)

A certificate to honor the award winner.

LAW Member Making a Difference Award

To nominate someone for this award, **the nominator and nominee MUST BOTH be current members of LAW.** Nominate a member of LAW for their service and commitment to LAW, the legal profession, legal education, and/or community service. The winner of this award receives:

A plaque to honor the award winner.

All applications may be submitted by mail, fax or email to the Awards Committee.

<u>MAIL</u>	<u>FAX</u>	<u>EMAIL</u>
Legal Assistants of Wyoming ATTN: Awards Committee PO Box 155 Casper, WY 82601	(307) 266-2306 (Please use a cover page to Wendy Trembath.)	wtrembath@wpdn.net

DATES TO REMEMBER:

2019-2020 Board of Directors Nominations

February 15, 2019

Regional Director Nominations

February 15, 2019

Awards Applications/Nominations

March 1, 2019

Spring Seminar in Saratoga

April 26-27, 2019

NALA Convention in Arizona

July 11-13, 2019

MANY THANKS TO OUR 2018-2019 SPONSORS!

We would like to thank all of our sponsors, past and present.
Without the support of our legal community, employers, educators and colleagues,
Legal Assistants of Wyoming could not thrive as a professional organization.

PLATINUM SPONSORS

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(307) 265-0700
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Casper, WY 82601
(307) 235-6681
www.schwartzbon.com

Horning, Horning & McGrath
400 South Douglas Hwy
Gillette, WY 82716
(307) 686-3736
www.hhmattorneys.com

GOLD / EVENT SPONSORS

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Attorneys at Law
104 S. Wolcott Street, Suite 600
Casper, WY 82601
(307) 234-7321
www.dixonanddixonllp.com

David & Mary Kubichek
Event: Region 3 Christmas Party
Casper, Wyoming
kubichek@caspercollege.edu

SILVER / EVENT SPONSORS

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Cheyenne, WY 82001
(307) 432-9399

William & Susan Heisner
Event: Region 3 Christmas Party
Casper, Wyoming

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(307) 235-0480

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This could be YOUR FIRM! Contact LAW's President Elect (Barbara Heisner) for more information.

SPONSORSHIP BENEFITS

LEVEL / AMOUNT: BENEFIT FROM 9/1/18 THROUGH 8/31/19:

DIAMOND / \$500

- Firm / Attorney receives a Sponsorship Plaque.
- Firm's / Attorney's name and information on display at registration tables for all LAW events.
- Firm's / Attorney's name and information in LAW's quarterly newsletter. (3" x 5")
- Firm's / Attorney's website link on the LAW website.
- One free Associate Membership to LAW.
- Two coupons for free seminar registrations for anyone. (Must present coupon at registration.)

PLATINUM / \$350

- Firm / Attorney receives a Certificate of Sponsorship.
- Firm's / Attorney's name and information on display at registration tables for all LAW events.
- Firm's / Attorney's name and information in LAW's quarterly newsletter. (3" x 5")
- Firm's / Attorney's website link on the LAW website.
- One free Associate Membership to LAW.
- One coupon for free seminar registration and one coupon for 1/2 off seminar registration for anyone. (Must present coupon at registration.)

GOLD / \$200

- Firm / Attorney receives a Certificate of Sponsorship.
- Firm's / Attorney's name and information on display at registration tables for all LAW events.
- Firm's / Attorney's name and information in LAW's quarterly newsletter. (2" x 4")
- Firm's / Attorney's website link on the LAW website.
- One free Associate Membership to LAW.
- One coupon for free seminar registration for anyone. (Must present coupon at registration.)

SILVER / \$100

- Firm / Attorney receives a Certificate of Sponsorship.
- Firm's / Attorney's name and information on display at registration tables for all LAW events.
- One free Associate Membership to LAW.
- One coupon for half off seminar registration for anyone. (Must present coupon at registration.)

BRONZE / \$50

- Firm / Attorney receives a Certificate of Sponsorship.
- One free Associate Membership to LAW.