

4th Quarter

January 2006



Roanoke Valley Paralegal Association

Message From The President



So, 2005 has come and gone and a new year is here whether you're ready for it or not. RVPA is gearing up for another great year of providing you with informative and entertaining speakers, opportunities to network with Roanoke Valley paralegals and the benefits of NALA and VAPA affiliation. I hope you each of you will mark your calendar for the first Thursday of every month in 2006 with a big note: ATTEND RVPA MEETING. And please, encourage every paralegal you interact with to attend our meetings.

Speaking of the new year, let me introduce, congratulate, and thank our 2006 officers and board members:

President - Susan Albert, The Krasnow Law Firm

Vice President - Penny Stinnett, Leisa K. Ciaffone, PC

Treasurer - Diana Wills, The Krasnow Law Firm

Secretary - Becky Shaner, Wooten Hart PLC

Board:
Karen Snyder, Johnson Ayers & Matthews PLC

Lois Sumpter, Gentry Locke Rakes & Moore

Lisa Wirt, Gentry Locke Rakes & Moore

Lisa Woodson, Gentry Locke Rakes & Moore

Laura Skeen, Coleman & Massey, P.C. (Yes, I'm thanking myself.)

Welcome your new officers and board and please give them your support as we begin 2006. Consider signing up to help one of our committees. Membership, Community Relations, CLE, Financial Development, Publications, Nominating and VAPA all welcome your assistance and input.

We have had complaints that folks have signed up for committees in the past but were never contacted by the chairperson to assist. If that has been your experience, please contact me at lskeen@colemanmassey.com. We will try to make sure that problem does not occur in 2006.

I would like to thank all the 2005 officers and board members for their work and sincere efforts to improve our association. As 2006 unfolds I hope that each of you will give serious thought to running for a 2007 officer or board position. We need you!

And so as my term as President of RVPA ends, let me wish you all a very happy, healthy and prosperous 2006! With that, my final comment is, "Good luck, Susan."



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CLE Opportunities (continued to page 4)

- 01/12/2006 **Paying For Long-Term Care Without Using Medicaid: Elder Law in the Next Generation.** Full day seminar at Holiday Inn Select Koger South Conference Center, 1021 Koger Center Blvd., Richmond. Contact Virginia CLE at 1-800 979-8253, www.vacle.org.
- 01/19/2006 **Annual Divorce Practice Seminar: Relocation & Third-Party Custody Cases.** Full day seminar at Wyndham Hotel at Richmond Airport, 4700 S. Laburnum, Richmond. Contact Virginia CLE at 1-800 979-8253, www.vacle.org.
- 01/19/2006 **Law Of Easements: Legal Issues & Practical Considerations.** Full day seminar at Holiday Inn I-64 West-End, Richmond. Contact Lorman Education Services at 1-866-352-9539, www.lorman.com
- 01/24/2006 **Document Retention & Destruction.** Full day seminar at Wyndham Roanoke Hotel. Contact Lorman Education Services at 1-866-352-9539, www.lorman.com
- 01/31/2006 **16th Annual Bankruptcy Law Seminar.** Full day seminar at Wyndham Roanoke Hotel. Contact Virginia CLE at 1-800 979-8253, www.vacle.org.
- 02/01/2006 **Presenting Economic Damage Calculations.** Full day seminar at Best Western Tysons Westpark Hotel, 8401 Westpark Dr., McLean. Contact Lorman Education Services at 1-866-352-9539, www.lorman.com
- 02/01/2006 **Employment Law from A to Z.** Full day seminar at Best Western Tysons Westpark Hotel, 8401 Westpark Dr., McLean. Contact Lorman Education Services at 1-866-352-9539, www.lorman.com
- 02/02/2006 **Follow the Money: Financial Investigations & Forensic Accounting.** Full day seminar at Holiday Inn Rosslyn, 1900 N. Fort Myer Dr., Arlington. Contact Lorman Education Services at 1-866-352-9539, www.lorman.com
- 02/08/2006 **Successfully Collecting Debts & Judgments.** Full day seminar at Radisson Hotel Historic Richmond, 301 W. Franklin, Richmond. Contact NBI at 1-800-930-6182, www.nbi-sems.com.
- 02/17/2006 **The Definitive Guide to Settling Uninsured & Underinsured Motorist Claims in Virginia.** Full day seminar at Crowne Plaza Richmond, 555 E. Canal, Richmond. Contact NBI at 1-800-930-6182, www.nbi-sems.com.
- 02/20/2006 **A Clean Slate: Discharging Debt With Chapter 7 Bankruptcy Procedures in Virginia.** Full day seminar at Radisson Hotel Historic Richmond, 301 W. Franklin, Richmond. Contact NBI at 1-800-930-6182, www.nbi-sems.com.

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Congratulations to our 2006 Officers and Board of Directors!

President:
Susan Albert

Vice-President:
Penny Stinnett

Secretary:
Becky Shaner

Treasurer:
Diana Wills

NALA Liaison:
Colleen Doyle

VAPA Liaison:
Marilyn Hubbard

VAPA 2nd Liaison:
Kathy Ward

Board of Directors:
Laura Skeen
Karen Snyder
Lois Sumpter
Lisa Wirt
Lisa Woodson

Social Committee by Susan Albert

The Social Committee was a bit more active this past year than in years past:

On July 16, 2006, the RVPA Social Committee held a Deck Party at a Salem Avalanche Game despite a massive thunderstorm 2 hours before the first pitch that drenched all of Salem. Graciously put together by Yvonne Austin, those who attended enjoyed a great game and excellent seats as well as pizza. The children (and the young at heart) were also happy to have a visit from team mascot Muggsy. Is this something that the members would like to do again? If so, let the 2006 Social Committee know!!

The Social Committee ended the year with the much anticipated RVPA Christmas Social. The event was held on December 1, 2005 at the Hotel Roanoke. Attendees were treated to a beautifully decorated Hotel and delicious luncheon. As always, the Social Committee had several door prizes to give away: gift cards to Carlos and Barnes & Noble, a Yankee Candle, and items from Bath & Body Works. Again this year an "anonymous" donor gave the RVPA several other door prizes to award. THANK YOU to this generous member!!



The 2006 Social Committee will be working with the Hotel Roanoke to plan next year's Christmas Social. Please stay tuned for further developments!!

Changes, Announcements, etc.

If you have any changes, announcements or suggestions regarding the Newsletter, please contact Vicki Shrewsbury at Woods Rogers PLC at 540.983.7695 (Phone) or 540.983.7711 (Fax) or by e-mail at shrewsbu@woodsrogers.com

Disclaimer

The opinions expressed in this newsletter are those of the writers and are not necessarily those of the Editor or of the Roanoke Valley Paralegal Association (RVPA). Information published is based solely on materials submitted in writing. RVPA assumes no responsibility for verification of the information submitted.

CLE Opportunities (continued from page 2)

- 02/22/2006 **Legal Issues Faced By Behavioral Health Providers.** Full day seminar at Holiday Inn I-64 West-End, Richmond. Contact Lorman Education Services at 1-866-352-9539, www.lorman.com
- 03/14/2006 **Virginia Real Estate Title: Identifying Defects & Finding Solutions.** Full day seminar at Clarion Hotel, Roanoke. Contact NBI at 1-800-930-6182, www.nbi-sems.com.<http://www.nbi>

NALA LIVE - ON-LINE SEMINARS

Go to www.nala.org for more information regarding these online seminars. Fees per course are \$75 for NALA members and \$100 for non-members.

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|------------|-------------------------|------------------------------------------------------------|
| 01/12/2006 | 2:30 - 4:30 a.m. | Power Up Your PowerPoint |
| 02/03/2006 | Noon - 1:30 p.m. | Ethics |
| 02/07/2006 | 11:00 a.m.- 1:00 p.m. | Medical Records Review |
| 02/10/2006 | Noon - 2:00 p.m. | Legal Research |
| 02/15/2006 | Noon -2:00 p.m. | Evictions |
| 02/17/2006 | 1:00 - 3:00 p.m. | Blue Book Review of Citing |
| 02/21/2006 | 11:00 a.m. - 1:00 p.m. | Legal Nurse Consultants |
| 02/22/2006 | 2:00 - 4:00 p.m. | American Legal System - Pt. 1 |
| 02/23/2006 | 10:30 a.m. - 12:30 p.m. | Estate Planning for Modest & Large Estates - Pt. 1 |
| 02/24/2006 | 11:00 a.m. - 1:00 p.m. | Written Communications |
| 02/28/2006 | 2:00 - 4:00 p.m. | American Legal System - Pt. 2 |
| 03/08/2006 | 11:00 a.m. - 12:30 p.m. | PowerPoint for Paralegals |
| 03/09/2006 | 10:30 a.m. -12:30 p.m. | Estate Planning for Modest & Large Estates - Pt. 2 |
| 03/10/2006 | Noon - 2:00 p.m. | Judgment & Legal Analysis |
| 03/14/2006 | 11:00 a.m. - 1:00 p.m. | Elder Law Issues |
| 03/22/2006 | 11:00 a.m. - 1:00 p.m. | Power Up Your PowerPoint |
| 03/28/2006 | 4:00 - 6:00 p.m. | Basic Evidence |
| 04/04/2006 | 11:00 a.m. - 1:00 p.m. | Electronic Healthcare Information (EHI) |
| 04/05/2006 | 4:00 - 6:00 p.m. | Discovery - Investigation |
| 04/06/2006 | 4:00 - 6:00 p.m. | Intermediate Evidence |
| 04/10/2006 | Noon - 1:30 p.m. | Basic Business Organizations |
| 04/12/2006 | Noon - 2:00 p.m. | Real Estate Closing Statements & HUD Settlement Statements |
| 04/20/2006 | 4:00 - 6:00 p.m. | Advanced Evidence |
| 04/25/2006 | 1:00 - 2:30 p.m. | Ready, Set . . . Go File! |

Virginia Western Community College

Registration for Spring Semester classes began November 14 and continues through January 15. Classes start January 9, 2006. Spring semester classes to be offered in the Legal Administration curriculum include: Intro to Law and Legal Assistant, Legal Research, Legal Writing, Torts, Criminal Law, and Legal Aspects of Business Organizations. Microcomputer seminars that may of interest include: Microsoft Access, Excel, FrontPage, PowerPoint, Publisher & Word.

Contact VWCC at 857-7272 or www.vw.vccs.edu.

CLE Opportunities (continued from page 4)

AND DON'T FORGET...

The Virginia Alliance of Paralegal Associations ("VAPA") will hold its biennial state conference in Richmond October 5 thru 7, 2006, at the Marriott-Richmond West (near the Short Pump mall). The event will be co-sponsored by the Local Government Paralegal Association.



This is a great opportunity to network with paralegals from across the state, attend informative seminars with excellent speakers and to have a great time in our state capitol! There will be options to attend 1 day for \$75, 2 days for \$125 or all 3 days of the conference for a true bargain price of \$175. Don't miss this wonderful event!! Plan now to attend!

Membership Committee by Marilyn Hubbard

Renewal forms for 2006 have been sent to all members. If you haven't received yours or need application forms for new members, contact Marilyn Hubbard at Woods Rogers, 983-7564 or by e-mail at hubbard@woodsrogers.com.

Financial Development Committee by Susan Albert

The Financial Development Committee held a Yard Sale and "Beach Book Bazaar" on April 23, 2005 at the home of member Kathy Ward. Many household items and 2 large tables of books (paper and hardback) were graciously donated by our members. Despite the persistence of the "early birds" and the threat of rain, the workers had an enjoyable time. In the end the RVPA made \$262.75.

The Financial Development Committee would consider holding another Yard Sale/Beach Book Bazaar. What do you the members of RVPA think? Or would you like to work on a Volume 2 to our Cookbook?

Do you have an idea (or two) that you feel could generate revenue for the RVPA? Please do not hesitate to let your 2006 Officers and Board of Directors know about your thoughts. We thank you in advance!!

Community Relations Committee by Lois Sumpter



We had a very successful and supportive year with all of our charities. RVPA is a wonderful organization full of generous and caring people and I thank you.

We donated monetarily to St. Francis of Assisi. We purchased school supplies for the West End Center. We purchased phone cards for our troops in Iraq so that they could communicate with their families at Christmas. We also donated canned goods and a check to the Second Harvest Food Bank which serves families in need in SW Virginia.

If you have any suggestions for charitable causes in 2006, please let me know at Lois_Sumpter@gentrylocke.com. Thanks!!!

Board of Directors Report (September - December)

Each month the Board first reviews, revises and approves minutes from the prior month's meeting. The Board then receives the Treasurer's report. Next, current RVPA business is addressed. Following is a summary of our September through December Board meetings.

In September Marilyn Hubbard reported on behalf of the Membership Committee that three new members had joined, increasing our membership to 41. CLE Committee chairperson Sharon Hupp confirmed that speakers had been scheduled for October and November and that the committee would be contacting several potential speakers for 2006.

Vicki Shrewsbury reported that the Publications Committee was on track for the September issue of the newsletter.

Lois Sumpter, Community Relations Committee chair, reported that we would collect cash donations at the October and November meetings for purchase of phone cards to send to soldiers stationed in Iraq. In December members will be asked to donate cash and/or nonperishable food for Second Harvest Food Bank. Beginning in January and continuing through March we will focus on soldiers again, collecting items for care packages.

Our VAPA representative, Marilyn Hubbard, attended the September VAPA meeting and stated that plans for the 2006 VAPA conference to be held in Richmond, October 5 - 7, 2006, are firming up. Participants will have the option of attending one, two, or all

three days. In addition to a slate of excellent speakers on a variety of topics, a tour of the Department of Forensic Science will be offered.

The Nominating Committee reported that they would be soliciting nominations from the membership at the October meeting.

Yvonne Austin announced that our members donated \$245.00 for the Hurricane Katrina relief efforts. RVPA also donated an additional \$100.00.

Susan Albert, Social Committee, stated that invitations to the Holiday Social at Hotel Roanoke would be sent not only to RVPA members but to a number of law firms employing paralegals who have not yet joined RVPA.

Under new business the board discussed offering RVPA cookbooks, mugs, rulers, and tee-shirts for sale at upcoming meetings. Prices will be reduced in order to "clean house."

October's board meeting began with a report from Membership that another student member had joined. CLE committee was continuing efforts to schedule speakers for January through March of 2006, with possible topics in the areas of medical malpractice, workers' compensation and Family Medical Leave Act. Nominating had contacted all nominees and received responses from all but one person. Plans and menu for the Holiday Social were in place. Due to an increase in Hotel Roanoke's charges, the board voted to increase the luncheon cost to \$17 for members and \$22 for non-members for the Holiday Social. RVPA will, as provided for in the budget, continue to subsidize the costs for the social.

November's board meeting was held by e-mail. The board voted to once again donate \$100 to Second Harvest Food Bank in addition to the food collected at the Holiday Social.

The December meeting was a joint meeting of the 2005 and 2006 officers and board. Membership reported that renewal applications had begun to arrive. Marilyn stated she would send an e-mail reminder to the membership to send in their applications and checks. Arrangements for January's meeting were in place. The speaker for January is Agnis Chakravorty of Woods Rogers PLC, who will give an overview of the Family Medical Leave Act. In February Tony Russell of Gentry Locke Rakes & Moore, LLP, will discuss "Legal Elements of a Negligence Lawsuit." The board agreed that we will continue to offer the "RVPA Marketplace" at meetings to sell our stock of cookbooks, mugs, rulers and tee-shirts.

The new officers and board members in attendance were given the opportunity to ask questions of their 2005 counterparts. And with a sigh of relief, Laura Skeen handed the reins over to Susan Albert for 2006.

Each Board meeting concludes with the scheduling of the next Board meeting and set-up for the upcoming membership meeting.

All RVPA members are welcome to attend any Board meeting. If you are interested in attending or have a concern you would like addressed by the Board, please contact any RVPA Officer or Board member for information on the date, time and location of the next meeting.



VAPA Report by Marilyn Hubbard

The biennial statewide meeting and conference is fast approaching. While October 2006 may sound like a long way off, it isn't. The conference will be held in Richmond on October 5-7. Reservations for rooms at the Marriott at Innsbrook will be available in early 2006 and attendees are urged to get reservations in early to take advantage of the reduced prices for the block of rooms set aside for VAPA. Besides the informative speakers and topics, a trip to the state crime lab is also planned. And for those who like shopping, the hotel is only a mile or two from the new Short Pump mall.

CLE Committee by Sharon Hupp

On behalf of the CLE Committee, we hope the RVPA membership has enjoyed our monthly speakers for 2005. We have tried to bring to you speakers which were interesting and informative, as well as useful to you in your paralegal positions. I would like to encourage every member to get involved with CLE during 2006, and we would welcome any suggestions you have for speakers and topics for the coming year.

Please join us on Thursday, January 5, 2006, at 12:00 p.m., in the SunTrust Plaza 4th Floor meeting rooms. Agnis Chakravorty will be speaking on the Family Medical Leave Act.

Hope to see you there!"



Calendar of Events

January 5, 2006

RVPA Membership Meeting

Agnis C. Chakravorty,
Esquire, Woods Rogers PLC
Topic: FMLA

February 2, 2006

RVPA Membership Meeting

Tony Russell, Esquire
Topic: Legal elements
of a negligence lawsuit



March 2, 2006

RVPA Membership Meeting

Speaker & Topic: TBA

April 2, 2006

RVPA Membership Meeting

Speaker & Topic: TBA

May 4, 2006

RVPA Membership Meeting

Speaker & Topic: TBA

June 1, 2006

RVPA Membership Meeting

Speaker & Topic: TBA

August 3, 2006

RVPA Membership Meeting

Speaker & Topic: TBA

September 7, 2006

RVPA Membership Meeting

Speaker & Topic: TBA

October 5, 2006

RVPA Membership Meeting

Speaker & Topic: TBA

November 2, 2006

RVPA Membership Meeting

& 2007 Elections

Speaker & Topic:
TBA



December 7, 2006

Christmas Social

Hotel Roanoke &
Conference Center