

Roanoke Valley Paralegal Association

Roanoke, Virginia
October 2007

2007 Officers

Lisa Woodson
President

Yvonne Austin
Vice President

Rebecca Shaner
Secretary

Laura Seifred
Treasurer

2007 Board Members

Susan Albert
Colleen Doyle
Rose Marie Dudley
Marilyn Hubbard
Keysha McNeil
Katherine Ward
Diana Wills
Lisa Wirt

And now, a word from our president...

Lisa Woodson

Hello everyone! What a year this has been! I can't believe it is October! Where has the year gone? This past summer we once again held a very successful July Social. We met on July 5, 2007, and were treated to a "free" sub luncheon. We had a relaxing meet-and-greet with invited guests, new members and current members, and we were delighted to reconnect with past members that we had not seen in awhile! Many thanks to our Social Committee members for planning and hosting this wonderful event! Also, mucho, mucho kudos for the wonderful home made sweets the Social Committee's members made for us!

Our post-Labor Day yard Sale was a huge success! We exceeded our sales from the last two years! Kudos to all our volunteers who donated items, came the night before to help price, and then worked the yard sale on Saturday! Special thanks goes out to Kathy Ward who graciously allowed us to invade her driveway and garage area, to once again host RVPA in this fund-raising event!

Our horizon is bright and we have much coming up in 2008!

First and foremost, our Elections! At our October 4, 2007 meeting, our Nomination Committee requested nominations for the 2008 Officers and Board of Directors of RVPA. You are asked to submit your nominations to Suzy Sauerwald (SSauerwald@jamlaw.net) please think seriously about volunteering with RVPA and running for office. I encourage everyone who is interested in running for an office or Board member position to go come forth and make it known! Don't be shy! Don't hesitate or wait to be asked. Volunteer! Throw your hat in the ring! Nominations are still being accepted and at our November meeting we will also be voting on the 2007 RVPA Member of the Year! Take some time and think about who you want to honor this year! Installation of new officers will take place at our December social.

Upcoming in December, we will have the installation of our new officers at our December social! Make sure to mark your calendars for Thursday, December 6, 2007. I just know our Social Committee has something special planned for us! We are meeting at Schaal's on Campbell (the same where we met last December). I can tell you from attending last year, we will have a beautiful place to meet and great food to eat! Mark you calendars and see you guys there!

Next spring our CLE committee is planning jointly with the Roanoke Valley Legal Secretaries Association in a seminar! This is in the planning stages, but it will be held in March and open to anyone interested in attending. The topic will be elder law and nursing home litigation. More details to come.

The Annual NALA Conference is coming up and is scheduled for July 29-August 2, 2008. What is NALA? It is the National Association of Legal Assistants. Look for more info from our current NALA representative, Colleen Doyle, later in the newsletter. Also as a reminder we are looking for a volunteer to be our representative at the NALA convention! Hint! Hint! Remember those nominations!

VAPA will also be holding its Semi-Annual Conference October 9-11, 2008 in Williamsburg, VA! And VAPA is the Virginia Alliance of Paralegal Associations. Our very own Marilyn Hubbard will be going as she was recently elected to the Board of Directors as the Recording Secretary for VAPA! Congratulations Marilyn! Look for more info from our current VAPA representative, Marilyn Hubbard, later in the newsletter.

Well there is so much to talk about but I will leave that for you to check out the rest of the newsletter. Our committees and representatives have so much to share. Read on!

Hope you enjoy the rest of your autumn!

What's Goin' On? Committee Reports

CLE Committee
Yvonne Austin

The CLE Committee has been busy securing speakers for 2007. A very big thank you goes out to both Marilyn Hubbard and Colleen Doyle for all their help.

Listed below is a recap of our speakers this year:

- January 4, 2007, Josh Long, Esq. spoke on Federal Rules of Civil Procedure and E-discovery;
- March 1, 2007, Robyn Smith Ellis, Esq. spoke on Estate Planning: Focus Elder Law;
- April 5, 2007, Tom Leggette, Esq. spoke on Ethics for the Paralegal;
- May 3, 2007, John Carlin, News Anchor, spoke on Investigative Reporting and the Law;
- June 7, 2007, Richard D. Lucas, Esq. spoke on Workers' Compensation;
- August 2, 2007, David Tenzer, Esq. spoke on Technology Issues in the Legal Practice;
- September 6, 2007, Paul Thomson, Esq. spoke on Crisis Management;
- October 4, 2007, Nancy Landry, RN, Nurse Consultant, will be speaking on Organization and Review of Medical Records.

On August 24, 2007, I had the pleasure of attending a luncheon co-hosted by the National Association of Legal Investigators (NALI) and the Private Investigators Association of Virginia (PIAVA). The purpose of the luncheon was for members of NALI Region 1 to share ideas and network, as well as meet peers throughout the region. Troy L. Fleming, the Region Director for NALI Region 1, invited the RVPA to attend in hopes of getting the organizations

to work together. From this luncheon, we were able to secure Peter Sullivan of Sullivan Investigations to speak on the topic of "Information Flow Between Paralegals and Investigators" at our January 2008 membership meeting.

In addition, our association, together with the RVLSA...*the association for legal professionals*, will be co-hosting a seminar on March 20, 2008 on nursing home litigation. We are still in the early planning stages, so if you have any ideas with regard to this topic or if you are interested in assisting with the seminar, please contact me.

Lastly, as I had indicated at last month's meeting, if you have any material that you think would be beneficial and/or helpful to our members, please feel free to bring them to our meetings for distribution.

There are more opportunities than we can count to further your professional education. At the back of this newsletter is a list of various CLEs and seminars available to you. Contact information for each sponsoring entity is at the top of each list. Please refer to this information for details on how to participate.

Community
Relations
Keysha McNeil

We have had exciting opportunities this year in RVPA Community Relations. Our organization has been able to provide for the needs of all areas in our community. In the beginning of the year, members supported the Child Advocacy Center of Roanoke with their donations of small animals. These animals are provided as comfort to children who have been abused and must present their stories to police officers and counselors. The Center will then provide counseling to the children and their families in efforts to help them overcome the scars that linger from such abusive situations.

As summer arrived members made donations of games, prizes and goodies to the Adult Care Center of the Roanoke Valley. This is a much needed facility that offers a day program for elderly and impaired persons who are unable to remain in their homes unsupervised. The Adult Care Center works with a network that allows families to stay together and also give caregivers an opportunity to maintain some life outside of caring for their loved ones. The Center offers a wide variety of activities for the elderly and impaired to participate in while visiting the facility. They can play games, enjoy coffee and snacks during the day and socialize with others all the while keeping them active and alert.

As summer was coming to an end, the RVPA had the privilege of providing school supplies to children at the West End Center. There are many children in the Roanoke and surrounding areas in need of the most basic of items. By providing, pens, notebooks, crayons and other educational supplies, these children have the necessary tools to keep them motivated and in school working toward a brighter future.

As our year comes to an end and the holidays rapidly approach, RVPA will be supporting our area food bank. We will ask that members provide non-perishable food at each of our monthly meetings through December. These items will provide needy families in our area with much needed meals, not only for the holidays, but for everyday. As the end of the year nears, I hope we can reflect on our many blessings and find great satisfaction in knowing that we have touched so many areas of our community through our membership in the RVPA.

Finance
Committee
Marilyn
Hubbard

The Finance Committee continues to work at providing interesting raffle items for our monthly meetings. Please remember to bring your dollar(s) to the meetings for a chance at the raffle prize and to support your local association.

Our third annual yard sale was held at Kathy Ward's house on September 8th. A lot of fun was had by the members who helped out and our treasury was increased by \$331.30. A great big THANK YOU is due to Kathy Ward for letting us use her home and for all her time and work.

Thanks also to Susan Albert, Colleen Doyle, Marilyn Hubbard, Laura Seifred, Lois Sumpter, Diana Wills, and Lisa Wirt for helping mark items on Friday night and/or selling them on Saturday. And of course, Sandy (Kathy's dog) who kept us in line and served as our official greeter. We also appreciate all who donated items for the yard sale or made baked goods. Next year we need to have more baked goods - not long into the sale, one woman came up and bought EVERYTHING.

NALA
Colleen Doyle

I want to thank RVPA members for the opportunity to serve as your liaison to the National Association of Legal Assistants (NALA) for the past two years. I have learned much about the structure and operation of our national association. I have come to appreciate the tremendous amount of work that NALA does to educate its membership and to promote the paralegal profession. I have also enjoyed the camaraderie and friendship of paralegals across the country.

Every June, liaisons prepare an "annual report" of their respective affiliate. This document is submitted to NALA national headquarters in Tulsa. The annual reports are reviewed and then compiled as a group on CD. Every member attending convention in July receives two CD's in their convention packet of materials. One of the CD's contains the educational handout materials from convention presentations and the other CD has the affiliate and national meeting information/agendas, awards and affiliate annual reports. (Smaller quarterly reports are also submitted to NALA in March, June, September and December by your NALA representatives.)

At the September meeting of RVPA, members were provided for their review, copies of our annual report for 2007. If you have not had a chance to read this short four page report, I encourage you to do so. (If you would like a copy of the annual report, please notify me by email.) The annual report summarizes the June 2006 through June 2007 activities of RVPA. We should be proud of the many great things that our organization accomplished during that time.

Also of note in this report is a short summary of each of our RVPA committees. Take time to review the committee summaries and to consider your participation on a committee for the December 2007-December 2008 fiscal year. We all need to do our part to keep our organization vital and strong.

I will be attending next year's national convention not as a NALA liaison, but as an individual member of NALA. I look forward to sharing with next year's RVPA representative the benefits which NALA has to offer to its members AND affiliates. Perhaps with careful budgeting, our organization can again help to fund a second person to attend next year's event. The increased information and enthusiasm brought back to our group with the increased

participation at national convention will aid the organization's efforts to meet the multiple needs and address the multiple concerns of the membership.

If you are interested in meeting paralegals from across the country who are enthusiastic about their profession, who understand the importance of continuing paralegal education and who are supportive in helping each other achieve maximum personal growth, consider serving as the next NALA liaison of the Roanoke Valley Paralegal Association.

Think about it..... mark your calendar for July 28 –August 2, 2008..... Oklahoma City, Oklahoma..... contact me with any questions or interest regarding NALA.

Social
Committee
Lois Sumpter

The Social Committee hosted the RVPA July meeting with a "Howdy-do, please to meet you" social gathering. We were pleased to entertain 14 people, both members and newcomers (or as we say in the business, "interested parties"). It was an enjoyable time and we felt the social was indeed that, "social." We enjoyed just conversing and getting to know one another. Thank you Keysha McNeil for the festive decorations and to Kathy Fortune for being our "Subway" picker-upper. And for those who were unable to attend, FIVE of us made homemade desserts. And they were good too! Lots of CHOCOLATE. Yummy, gooey CHOCOLATE!!!!

Next on the Social Committee's agenda is planning the December social. Mark your calendars for December 6th at 12:00 noon at Jim Schaal's on Campbell. Come one, come all, for our annual holiday dinner! The menu and details will be forthcoming. We hope to see you there.

VAPA
Marilyn
Hubbard

The 2006 VAPA Conference held jointly with the Local Government Paralegal Association last October was attended by 144 people and was considered the best conference yet. VAPA presents statewide conferences every other year which provide an opportunity for paralegals to network with one another, view the latest resources from vendors and hear speakers on various profession related topics. The 2008 Conference is scheduled for October 9, 10, & 11th and will be held at the Williamsburg Marriott. Possible topics and speakers were discussed at the September 2007 meeting. RVPA has been assigned the job of coordinating door prizes for the Conference.

VAPA recently changed its fiscal year to September through August to be more in line with its member associations. This change also moved the election of officers from May to September. Officers elected at the recent meeting are: Tobie Cioccia, Local Government Paralegal Assn, President, Vicki Quadros, Virginia Peninsula Paralegal Assn., Vice-President; Marilyn Hubbard, Roanoke Valley Paralegal Association, Secretary; and Karen Nelson, Paralegal Assn. of Northern Virginia, Treasurer.

VAPA meetings are open, so if anyone is interested in attending, please let me know. I would be happy to have the company and it is really interesting to see the behind-the-scenes work of putting together the conferences.

Let's Go Surfin' by Laura Skeen

Every now and then I like to check out what other paralegal associations are doing. Here are some of the websites I recently visited:

Washington State Paralegal Association - www.wspaonline.com. WSPA 2007 meeting topics included Brown Bag Lunch Seminars on "DUI Issues," "Advanced Discovery Technique, Part II," and "The Seattle Area Paralegal Market." WSPA also offered a full day Spring CLE Conference for Mid-level to Senior paralegals and others wishing to increase their knowledge in the areas of Litigation, Trademarks and Corporate Law. Sounds like a busy bunch!

Paralegal Association of Santa Clara County (Calif.) - www.sccparalegal.org. PASSCO holds an annual educational seminar in October. Prior annual seminar topics include Litigation, Contracts, Trusts & Estates, Civil Rights, Family Law, Bankruptcy, Anthropological Forensics, Trial Preparation, Collaborative Practice, and Ethics. Past meeting topics include Public Speaking, Public Company Filings, Family Law, and Patenting of Life, Plants and Animals. Check out their newsletters.

Tennessee Paralegal Association - www.tnparalegal.org. TPA has three chapters: East Tennessee, West Tennessee and Southeast Tennessee. TPA's Spring Seminar was held in late April with topics including Immigration and Nationality Law, E- Discovery, Polygraph Usage and Computer Forensics. One of the East Tennessee Chapter's community service projects has been to donate gently used ladies' suits and new hosiery to the Career Closet, an organization providing clothing to local low-income women reentering the workforce.

Greater Lexington (KY) Paralegal Association - www.lexingtonparalegals.com. The one thing that really caught my eye while checking out GLPA's website was the slogan on the sweatshirts they sell. - *"Behind Every Successful Attorney Is An Exhausted Paralegal."* Isn't that the truth!!!

The Georgia Association of Paralegals - www.gaparalegal.org. GAP's 2007 meeting topics included Elder Care Issues, Insurance Defense/Maritime Law, Administrative Law, and Ethics. GAP and Brown College of Court Reporting and Medical Transcription are teaming up to present half-day CLE programs on "The Paperless Office: Making it a Reality," "Start the Year Off Right: Ideas for Organizing Your Work and Workspace," "Internet Legal and Non-Legal Research," "Forensic Accounting - Following the Money Never Grows Old," and "Am I Really Getting the Right Picture: Digital and Document Forensics." In 2006 GAP participated in an interesting community service project - a "Diaper Drive" for Genesis Shelter, an emergency transitional community for homeless newborns and their families. GAP collected a truckload of diapers and a monetary donation of \$300.00.

Go ahead - spend a little time cruising the websites of other paralegal associations. You may find interesting articles in their newsletters or find topics for speakers that you would like RVPA to consider.

When is the last time you went to the Roanoke Bar Association website? Never? Go to www.roanokebar.com and give it a look. Find out what is going on with our local bar association and be sure to go to the handy-dandy "Legal Links."

I truly would love to hear from you. What are your favorite useful, interesting or just plain fun websites? Send me an e-mail at lskeen@colemanmassey.com - and let's go surfin'!

GOVERNOR TIM KAINÉ
DECLARED OCTOBER 7th
THROUGH 13th, 2007
VIRGINIA PARALEGAL WEEK!

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If possible, please be present for the November meeting to vote for the 2008 officers and Board members.

We encourage each of you to consider taking a more active role in RVPA. We are only as good as our actions make us. Consider running for office, acting as a Board member, or signing up for and participating in one of the many committees.

Just as important is to join RVPA! If you are a 2007 member, renew for 2008! If you are not a current member, we'd love to have you as a member next year.

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CONTINUING EDUCATION OPPORTUNITIES

Date/Time	Topic	Description	Credit
OCTOBER			
NALA CAMPUS LIVE! www.nala.org (918) 587-6828 phone. (918) 582-6772			
Tuesday 10/23/07 10 - 11:30 am	Employment Law Phillip Russell, Esq.	This program will introduce legal professionals to the basic aspects of employment law.	General CLE
Tuesday 10/23/07 3 - 5 pm	Find It Fast on the Net Karen Sanders-West, ACP, JD	This session will explore the difference between a search engine and a directory. We will ask the question "Is there a best search engine"? How do users get the most benefit out of a search engine? What directories are the most comprehensive, useful? We'll look at some of the "free" stuff on the Internet that makes our lives easier, along with sites that charge for results. Is it better to pay or get results for free? Do you know the difference between the "visible" and the "invisible" web?	General CLE
NATIONAL BUSINESS INSTITUTE www.nbi.com Phone 800-930-6182			
Thursday 10/25/07	Insurance Coverage Law James W. Barkley Guy M. Harbert III John Weber III	Understanding the key elements of an insurance policy and ways to properly handle a claim are the cornerstones of a successful insurance case.	General CLE
NOVEMBER			
Thursday 11/01/07 3 - 5 pm	HIPAA Privacy Thomas Head, Esq.	This course will focus on HIPAA Privacy Rule compliance issues encountered in the legal profession. The presentation provides a basic overview of the regulatory scheme, patient rights, and information specific to the role of paralegals which is not commonly discussed in articles or seminars.	General CLE Intermediate
Tuesday 11/13/07 3 - 5 pm	Freedom of Information Act Karen Sanders-West, ACP, JD	FOIA, otherwise known as "The Freedom of Information Act" What is it? Why do we need it? Who can use it? What it can and what it cannot do. How to use FOIA to get the information you need.	General CLE
Friday 11/16/07 11 am - 12:30 pm	Construction Defects Patricia J. Gustin, CP, CFEI	This course will focus specifically on the construction defects aspect of a civil lawsuit. Discussion will include common construction documents/specifications, inspection and approval processes, role of industry codes and standards, use of expert consultation, case-related investigation, discovery preparation and sources of information will be covered.	General CLE- Intermediate

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Thursday, 11/29/07	The Fundamentals of Construction Contracts: Understanding the Issues in Virginia Holiday Inn Tanglewood 4468 Starkey Road, SW Roanoke, VA Teleconference available.	Speakers: JoAnn B. Coleman, P.E., PSP, of Construction Dispute Resolution & Support Services; Mark Feldmann, Esq., of Glenn, Feldmann, Darby & Goodlatte; J. Barrett Lucy, Esq., of Gentry Locke Rakes & Moore; John H. McTyre, PSP, of Construction Dispute Resolution & Support Services; and Robert A. Ziogas, Esq., of Glenn, Feldmann, Darby & Goodlatte.	General CLE
Friday 11/30/07	Workers' Compensation Update Holiday Inn Tanglewood 4468 Starkey Road Roanoke, VA	Changes in the workers' compensation law, and how your practice may be impacted.	General CLE
Friday 11/30/07	Foreclosure and Repossession in Virginia Wyndham Richmond Hotel, 4700 South Laburnum Avenue, Richmond, VA Teleconference available.	Debt collection process; FDCPA Update; Rights and Remedies of Seller Under Uniform Commercial Code; Loss Mitigation; Prejudgment Relief; Basics of Foreclosure; Alternatives to Foreclosure; Effect of Bankruptcy Filing on Foreclosure and Repossession; Bankruptcy Process; Creditor Strategies; Borrower and Debtor Strategies.	General CLE

UPCOMING 2008 ANNUAL CONFERENCES

07/29/08 – 08/02/08	NALA Annual Conference Oklahoma City, Oklahoma	
10/09/08 – 10/11/08	VAPA Annual Conference Williamsburg, Virginia	