

# PARA-PHRASES

Greater Lexington Paralegal Association

JUNE 2007

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## **SUMMER EDITION**



**REMINDER: NEWSLETTER  
DEADLINE FOR THE FALL ISSUE IS  
AUGUST 29, 2007. PLEASE E-MAIL  
ALL ARTICLES AND SUBMISSIONS  
TO [ATHOMPSON@WYATTFIRM.COM](mailto:ATHOMPSON@WYATTFIRM.COM)**

## **PRESIDENT'S COLUMN**

**HELEN KELLY**

Summer is here; time for vacations, swimming pools, picnics and lazy evenings. Many people have the idea of taking the summer off with kids being out of school and the feeling of not wanting to be in the office since it is so beautiful outside, but the GLPA is not slowing down this summer.

During Derby weekend, Nichole Talbert, Nedra Rhodes and I traveled to Atlanta Georgia for the NFPA Leadership Conference. We were inundated with a lot of great information on how to make our association a better one. Look for Nedra's article in this issue of *ParaPhrases* for more information. If you have any ideas for the association, please let us know.

We are very excited about our 27<sup>th</sup> Anniversary Luncheon scheduled for July 12<sup>th</sup> at Malone's. Our speaker, Ms. Susan Miller will speak about "How to Stay in The Positive Zone" creating high energy, low stress workplaces. Make your reservations today. Remember to purchase your *Dress to Impress* raffle tickets. We have a wonderful \$200.00 Ann Klein suit that was donated by Dillard's of Lexington. Tickets are \$5.00, you can sell tickets or you can buy tickets. The drawing for the suit will be at our Anniversary Luncheon.

As many of you know the GLPA attempts to give back to the community in many different ways. A new project this year will be helping ladies who are returning to the work force or perhaps entering it for the first time. We plan to offer a Career Development Workshop one evening in November. We hope to help these young ladies with information on resumes, interviews and proper attire for those interviews and first day of work. You ask "How can I help with this project?" You can donate any office clothing in good condition that you no longer wear to this cause. Bring your items to the next monthly luncheon or contact Jessica Mullins for more information.

Please feel free to contact me at anytime with any questions, comments or suggestions you may have on how we can better serve our membership and our community. You may contact me at [hkelly@bhtriallaw.com](mailto:hkelly@bhtriallaw.com) or 859-519-1756. Remember: This is your association, so ask yourself if you an active member or rather do you "Just Belong?"

Have a wonderful summer!!!

## MESSAGE FROM THE VICE PRESIDENT

NICHOLE M. TALBERT

The Board met in the month of May (2007) and at that time the GLPA's membership increased with 13 new members for a grand total of 92 members which include 13 students and 2 businesses. We would like to welcome all new members and hope all can join us at the next GLPA Monthly Meeting/Luncheon!

THANK YOU

**WANTED:  
GOOD IDEAS**

**SUMMERTIME  
PUNCH RECIPE**



If you have any announcements, reminders or ideas for articles or you think of a topic you would like to see addressed in an upcoming edition of *ParaPhrases*, please contact Angie Thompson by e-mail at [athompson@wyattfirm.com](mailto:athompson@wyattfirm.com) or by telephone at 288-7475.

### Pineapple-Raspberry Punch

1 ½ - 2 large cans of pineapple juice  
1 ½ - 2 quarts of raspberry sherbet  
Ginger ale or champagne

Pour 1/2 can of pineapple juice into a circular mold freeze. When you are ready to serve, empty frozen pineapple ring into punch bowl. Add 1 can of pineapple juice and sherbet to punch bowl. Add enough ginger ale or champagne to make the punch bubbly (approximately 1 liter). Add more or less of any ingredient to suit your taste. This refreshing drink serves approximately 15-20 people. Enjoy!



**SEMINAR UPDATE**  
***HELEN KELLY, PRESIDENT***

The Spring Seminar was a great success. We want to extend our gratitude to all of those that attended and made the morning a wonderful time of learning and networking. We want to thank our speakers: Bruce Rector, Esq., Glenna Fugazzi, R.P., Mary Hackworth, Helen Kelly and Dianne Murphy, Esq. Many thanks to Helen Bongard and Sullivan University for opening up their facility for the seminar; it is always a wonderful venue. Not enough can be said to describe the exquisite food that the Culinary Department prepared for the brunch. Thank you to all of those that donated door prizes: Blue Investigations, McNay Settlement Group, Bailey Arnold, Louise Gash, Beverly Parker, and Tina Bronaugh.

We are already making plans for the Fall Seminar that will be at Eastern Kentucky University.

**THE SPRING SEMINAR**  
**THROUGH THE EYES OF A STUDENT**  
***MELISSA GILES,***  
***SULLIVAN UNIVERSITY PARALEGAL STUDENT***

The GLPA Spring Seminar was held at Sullivan University on May 11, 2007. This was a great location because the Paralegal Students from Sullivan could attend. There were four interesting lectures and an excellent brunch prepared by the Sullivan University Culinary Students.

The lectures were titled “How to Handle Difficult Conversations More Effectively”, “Billable Hours”, “Day-to-Day Time Management”, and “Conflict Resolution in the Work Place.” These were very thorough lectures and very important information was given. As a student, the lectures on billable hours and day-to-day time management were especially useful since the students are not out in the work place at this time. Now we have a look into what to expect.

The brunch was a fantastic way to enjoy wonderful food prepared by our own students and there was also an opportunity for networking. Since networking is stressed all the time now, paralegal students should take advantage of these great ways to meet working paralegals. This allows students who stand out to be to be noticed and remembered.

The GLPA Spring Seminar was a huge success and it was exciting to be a part of it, especially as a student.

MAKE-A-WISH FOUNDATION®  
**WALK FOR WISHES**

On June 23, 2007 the GLPA will be walking in the Walk for Wishes 2<sup>nd</sup> annual walk.

Walk for Wishes is a leisurely walk through one of Lexington's oldest landmarks, Keeneland Race Course. The walk begins and ends at Barn #2. The two-mile course is handicap accessible and suitable for participants of all ages. All participants will have the opportunity to fill a bag with special treats and coupons from area merchants. Each walker who raises \$100 or more will receive a Walk for Wishes t-shirt.

Everyone is welcome to join our celebration immediately following the Walk for Wishes. The party includes music, family entertainment, treats, and food.

Experience the power of a wish as a local child's wish is unveiled at the celebration!

If you are interested in walking with the GLPA team, please contact Jayna Oakley at (859) 389-WISH (9474) or [jaynao@makeawishky.org](mailto:jaynao@makeawishky.org). Hope to see you there.



**Blood Drive**  
**July 9, 2007**  
**9:00 a.m. to 3:00 p.m.**  
**Fayette Circuit Courthouse, Multi-Purpose Room**

The GLPA v. Court Reporters Challenge will be held at the Circuit Courthouse Multi-Purpose Room Monday July 9, 2007 from 9am-3pm. This is the first blood drive hosted by the GLPA and challenging the Court Reporters. We would love to keep this on going as an annual event.

Photo ID now required of all donors. You will receive a free gift for donating and we hope to see you there.



## PHILANTHROPY

JESSICA MULLINS, PHILANTHROPY CHAIR

This year the GLPA has continued to support The Legalman Project. We have sent either care packages or cards out every month this year to military paralegals stationed overseas. Lori Thompson with NFPA has been the heart behind this national project. In February, we picked up John Pickinpaugh as our legalman and he is in the US Air Force. John is due to come home in June, so we will be sending out his last care package a little early to ensure that he receives it. We will be assigned a new legalman for the August mailing.

We will continue to support the Legalman Project throughout the year. Thank you for all your support on this activity.

We received the below card from John:



Thank you for the boxes of goodies. They have been a true blessing. Thank you for all of your support.

This is my last month here and my replacement should be here in June. God bless you and your family.

TSgt Pickinpaugh, USAF

**The following article was published in the Richmond Register by GLPA Student Relations Chair, Lee Williams regarding the Legalman Project:**

## **Showing You Care May Be Easier Than You Think**

**Kelly Foreman**

Register News Writer

Receiving a package from someone special is always exciting, but for troops serving overseas, it's a little piece of home.

Many people may think it's a good idea to send some goodies to our men and women who are at war, but don't know where to begin. One Richmond woman said it's easier than you might think.

Lee Williams is a Richmond citizen and a member of the Greater Lexington Paralegal Association, an organization which provides resources to paralegals in Lexington, Richmond, Winchester, and other surrounding areas. Since 2005, Williams and other GLPA members have adopted other paralegals who are in the military. They send them care packages and keep in contact with them until they come home.

"It is a very simple thing to do," Williams said. "We have a military-issued list of what we can send to them and everybody has a copy of it. We donate to the box and when it's full, we send it on. We always get responses that it makes them feel like Christmas and how thankful that they are that they have not been forgotten.

"I want to show other organizations how simple it is to make somebody's day so much better."

In fact, getting names of troops overseas can be as simple as making a phone call. The Kentucky Army National Guard on KY 52 has organized family readiness groups, which are primarily comprised of spouses and family members of deployed troops, said Sgt. 1st Class Kenny Willis of the 2123 Transportation Company.

"They keep all the families informed of how the unit is doing while they're deployed so they can actually have easy access with e-mail," Willis said. "They also have a mailing address."

Many of the family readiness groups conduct raffles and take donations to purchase supplies and to pay for postage on packages to be shipped overseas. Anyone who is interested in finding soldiers can call the Kentucky Army National Guard at 623-1692 to get in touch with one of the family groups and get names of local soldiers who are serving away from home.

Willis recommended keeping boxes to 25 pounds or less. There are only a few items, such as alcohol and pornography, which are forbidden.

Williams, who also is the mother of a soldier, said it is difficult to describe the feeling of knowing others are showing their support, care and encouragement for soldiers who are fighting overseas.

“It’s a very feel-good, do-good thing,” she said. “It makes you feel good to know that you have done this for somebody whose situation is not like yours. There is not a time they get to walk away from their job.”

Putting together the care packages is a win-win situation, Williams said.

“We’ve had some people write back and say, ‘Thank you so much, I shared it with this guy in my unit and he hasn’t even received a card since he’s been here.’ It breaks your heart, but at the same time, you know, ‘oh yeah, they got our stuff.’”

If your family or organization wants to adopt a local soldier to send care packages to, call the Kentucky Army National Guard at 623-1692.

**Good items to send:**

- Bubble gum
- Baby wipes
- Canned or non-perishable food
- Batteries in all sizes
- Pens and pencils
- Writing tablets, envelopes
- Toothbrushes and toothpaste
- Ziplock bags in various sizes
- Chapstick
- Lotion
- Newspapers, magazines and books
- Music CDs
- Movies on DVD
- Hand-held puzzle games
- Playing cards
- Non-chocolate candy
- Flat bed sheets
- Thank-you cards
- Pantyhose to keep dust out of weapons

**Items you should not send:**

- Any aerosol containers
- Perishable food
- Alcohol
- Pornography

## **ANNIVERSARY LUNCHEON**

*Linda Farthing, Special Events Chair*

On July 12<sup>th</sup> the GLPA will be hosting its annual Anniversary Luncheon celebrating 27 years. The luncheon will be held at Malone’s Banquets, located at 3347 Tates Creek Road in Lexington. I am pleased to announce that this year we have engaged Susan Miller, a national motivational speaker. She will be lecturing on “How to *Stay* in The Positive Zone”. As an added bonus we will be awarding an Anne Klein suit valued at \$200.00 to the lucky raffle ticket holder not to mention the fabulous door prizes we will be giving away including an I-Pod Shuffle. I encourage all members to plan on attending this event as the food and networking will be great. Please invite your attorneys and secretaries to attend as well. On the next page is our registration form with additional details. Please return your RSVP to me by July 6<sup>th</sup>.

*You are invited to*

**The Greater Lexington Paralegal  
Association's Anniversary Luncheon**

**WHEN:** July 12, 2007  
**WHERE:** MALONE'S Banquets  
3347 Tates Creek Road  
**TIME:** 11:30 am to 1:00 pm  
**COST:** \$25.00 per person

We are pleased to present  
Ms. Susan Miller,  
a national motivational speaker.  
Her topic will be,  
"How to *Stay* in The Positive Zone."  
Don't Delay—get your reservations today!



Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Number of Attendees \_\_\_\_\_  
TOTAL AMOUNT SUBMITTED: \_\_\_\_\_

**All Attorneys and Staff are Welcome**

Please return this registration form with your check, payable to the GLPA, by July 2<sup>nd</sup> to:

Linda Farthing  
Becker Law Office  
1344 South Broadway  
Lexington, KY 40515

Questions? Call or e-mail Linda Farthing (519-1706 or lfarthing@beckerlaw.com)

## **WEBSITE UPDATE**

***SUSAN BAKER, PAST PRESIDENT***

The GLPA now has a listserv which allows members to send an email to one email address and that email will in turn go to the entire membership. To send an email through the listserv, please use the following email address: [glpa@list.lexingtonparalegals.com](mailto:glpa@list.lexingtonparalegals.com). All emails sent through the listserv will have [GLPA] at the beginning of the subject line. If you have not been receiving emails sent to the membership through the listserv, check your spam and/or junk mail folders and add the following email address to your address book: [glpa\\_lexingtonparalegals-bounces@lists.voltaiccommerce.com](mailto:glpa_lexingtonparalegals-bounces@lists.voltaiccommerce.com).

If you still do not receive emails from the listserv, contact your IT department to determine whether or not these emails are being blocked. If you are a new member and need to subscribe to the listserv, go to: [http://mail.voltaiccommerce.com/cgi-bin/mailman/listinfo/glpa\\_lexingtonparalegals](http://mail.voltaiccommerce.com/cgi-bin/mailman/listinfo/glpa_lexingtonparalegals).

If your email address changes, please use the password that was emailed to you when your subscription was initiated to update your email information.

All announcements from the Board will also be sent using this listserv. Please remember to be considerate of your fellow members and only use the listserv for GLPA-related and work-related inquiries and announcements.

If you have any questions, please contact me at [baker.susan@insightbb.com](mailto:baker.susan@insightbb.com). Please also remember to check the website for new information, announcements and GLPA events at [www.lexingtonparalegals.com](http://www.lexingtonparalegals.com).



## **FROM THE DESK OF THE GLPA SECRETARY**

*KATHY MILTON, SECRETARY*

Hello,

In the last newsletter I tried to give an overview of the Board's many projects. After the newsletter came out and I was reading it, I realized all I had done was tell you things the other Board members and Committee Chairs were reporting. How redundant and boring. In the glowing light of that realization an idea began to flicker. Huh? Maybe I should do something else. So, here you have it. My new idea for the newsletter is to try to provide some information that might, someday, maybe help someone.

### TIME MANAGEMENT

Time management is a practice that can give you some really positive results once you have mastered the skill. However, time management is a skill that must be practiced before it can be mastered. If you don't already practice some form of time management you may want to consider it because we all have too many responsibilities and duties that we try to fit in to our already too busy lives.

I know there have been times when I was sitting somewhere waiting on something when it occurred to me that I could have been doing something useful with this time, if I had just planned ahead. Planning ahead and thinking things through is the secret to effective time management. The time you spend each week planning how you will spend your time and the few minutes spent everyday reviewing responsibilities and duties can make you more productive. Effective time management will reduce the level of stress in your life and eliminate unnecessary worry. If you are a worry wart like I am, then you will receive a lot of relief just knowing there is a plan for getting everything done.

Finding information on time management is easy. There are many websites available that offer information and ideas. Putting these ideas and information to use in your life will help you develop time management skills that will be useful to you throughout your life both personally and professionally.

Take a few minutes sometime to search the web for information on time management. Give it a try and see if it doesn't help you. Just remember to schedule some time for yourself everyday. "Me-time" is one of those important activities in your life that shouldn't be overlooked or omitted.

Happy paralegaling.

## **NFPA NEWS TO USE**

*GLENN A. FUGAZZI, RP AND MACKINNON A. BUTLER, RP,  
NFPA REPRESENTATIVES*

The NFPA Region 3 meeting began on Friday, May 18, 2007, with a very warm welcome from the Memphis Paralegal Association. They worked very hard to plan this meeting and it showed. We were then privileged with a very interactive presentation from Alpha Court Reporting which described their services and abilities to assist with deposition scheduling, technology and trial presentation.

We were extremely fortunate to have with us Andrea Shindlebower, NFPA Leadership Co-Coordinator, who gave a presentation on leadership skills. Andrea did an outstanding job in describing how to be more effective not only in the workplace, but with our personal lives, by being open with our needs, wants and goals.

Mary McKay, NFPA Region 3 Director, then presented on Effective Leadership Tools. We all definitely gained insight from Mary's points on how to be more of a people person and a positive influence on those around you. Her presentation is applicable not only in each Association, but in our personal lives.

To close the day, it was an extreme pleasure to have Honorable Bernice Donald, Judge, U.S. District Court for the Western District of Tennessee. She was very inspiring in her presentation on Professionalism and the positive role of paralegals in her Courtroom. She also gave dos and don'ts during trial for attorneys, to which we can all relate!! It was truly an honor to have Judge Donald with us.

Saturday, May 19, 2007, was filled with much useful information to assist our Association presented by our RD, Mary McKay. NFPA is such a wonderful tool if we just take the time to reach out and use it. There is much to see when surfing NFPA's website at [www.paralegals.org](http://www.paralegals.org). We can gain ideas on Association leadership, Association management, fund-raising, member socials, member retention, and the list goes on and on. It is also a resource for networking.

If you have questions at any time concerning any of the workings of NFPA or how our Association can help you, please contact your representatives – Glenna Fugazzi or MacKinnon Butler.

## UPCOMING NFPA CALENDAR OF EVENTS AND DEADLINES

### JUNE 2007

- June 18 ..... END Late Registration for 2007 NFPA Tech Institute  
(no more registration allowed) at the Omni William Penn, Pittsburgh, PA
- June 18 ..... Deadline to Make Hotel Reservations for 2007 NFPA Tech Institute  
at the Omni William Penn, Pittsburgh, Pennsylvania. See NFPA website for details
- June 23 .....CAPA Annual Meeting  
San Diego, CA

### JULY 2007

- July 15 ..... Deadline for submission of nomination for all NFPA annual awards
- July 15 .....Deadline for submission of NFPA Scholarship Applications
- July 19-20 ..... NFPA 2007 Tech Institute  
Omni William Penn, Pittsburgh, Pennsylvania
- July 31 ..... Deadline to Submit Nominations for All NFPA Awards and Scholarships  
(Pro Bono, Robie, Paralegal of the Year, PACE, and Outstanding Local Leader)

### AUGUST 2007

- August (date uncertain)..... RD III to visit with Greater Lexington Paralegal Association
- August 1 ..... Deadline for submission of Proposed Amendments to the Bylaws,  
Agenda Topics, and Administrative Resolutions to
- August 1 ..... Deadline for submission of NFPA/West Scholarship Applications
- August 15 .....Deadline for Nomination of Individuals for 2008 Elected Positions
- August 20 ..... Credentialing Deadline
- August 20 .....Convention Registration Deadline
- August 20 .....Deadline for Submission of Candidate Statements  
(Due to Nominations Coordinator)
- August 20 ..... Deadline to submit request for items to be placed on Board Meeting Agenda

### SEPTEMBER 2007

- September 18 ..... Commencement of Submission of Coordinator Letters of Interest
- September 19 ..... Deadline to Make Hotel Reservations for 2007 NFPA Annual Meeting  
at the Hyatt Regency, Tampa. See NFPA website for details

**LEARN**

**LEVERAGE**

**LEAD**

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**TECH.INSTITUTE**  
**19 JULY\20 JULY\2007**  
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## **NFPA LEADERSHIP CONFERENCE REPORT**

***NEDRA RHODES, GLPA MEMBER***

It was such a pleasure and honor to attend the NFPA Leadership Conference on May 4<sup>th</sup> and 5<sup>th</sup> in Atlanta, Georgia with our President, Helen Kelley, and our Vice President, Nicole Talbert. I feel confident that I can speak for the three of us and say that it was *well worth the trip*. Lexington's own Andrea Shindlebower was one of the primary organizers for this event as well, which made it all the more exciting. I must say, she did a wonderful job.

At the conference we not only learned some effective leadership skills, but also learned some great information about NFPA and the various benefits NFPA provides its members. I will definitely be looking for the next edition of *INSIDE*, NFPA's e-newsletter! We had a wonderful ethics presentation from Kellyn McGee, Assistance General Counsel to the State Bar of Georgia, who spoke quite frankly about many of the cases she has prosecuted on behalf of the State Bar against Georgia attorneys—many of which involve paralegals.

We also heard from Mary McKay, RP and NFPA's Director of Region III. Ms. McKay spoke about what it means to be a leader and highlighted the fact that "when you are a true leader you are a servant." In addition, we learned excellent tools for holding effective meetings, positively representing our association, increasing membership retention, and strategies for fund raising. Most importantly, we learned about effective strategic plans and some of the top reasons why individuals and associations do not reach their goals. I am confident that a good strategic plan is one of the first steps of reaching our goals. I look forward to serving our association again in the future and using these tools as a guide.

For me personally, it was wonderful to meet so many different, intelligent, goal-driven paralegals from across the nation. These paralegals made me all the more proud of our profession. We all came to the conference full of energy and ideas that we weren't afraid to share. Since attending the conference, I've kept in touch with many of the people I met. I greatly appreciate the opportunity to attend the conference and support more attendance in the future. Taking advantage of opportunities like these is how we build our association and promote our profession.

# PACE Yourself

***GLENNA FUGAZZI, RP AND MACKINNON A. BUTLER, RP,  
PACE CO-AMBASSADORS***

Have you been “thinking” about studying for PACE? Does it make you nervous to think about having to study for an exam -- Where do I start? How much do I really need to study? Surely it can't be THAT hard ...

We have just formed another Pace Study Group!!! A lunch meeting was held the first part of May to put this group on the right track with a study schedule and tips to make the best use of their study group time. A study group can be 2 people or 8 people and can consist of other paralegals in your office, or other paralegal friends. If you would like more information on forming a study group, please contact Glenna or MacKinnon, your Pace Co-Ambassadors. We will be more than thrilled to get you going and provide you with a study schedule.

Sometime this fall, we will have another Pace Workshop. This will be for those that just want more information concerning Pace and how to apply. We will also touch briefly on forming your study group. The application process can seem confusing and complicated. We try to eliminate those worries and walk you through the steps. Be watching for more information!



## **KPA LIASON REPORT**

***VICKI HOWARD, KPA LIASON***

The last KPA Board meeting was held April 21<sup>st</sup> in Lexington. Scholarship information has been sent to Kentucky paralegal students and the deadline for applicants was June 1<sup>st</sup>. Last year's recipient is now working as a paralegal and enjoys her profession greatly.

The Education Committee is looking into offering seminars in addition to the annual KPA seminar to be held in November. The Northern Kentucky Paralegal Association will host the conference this year, but the location and date of this year's conference is still undecided. To date, it is likely the conference will be held November 9<sup>th</sup>. Any information concerning seminars will be forwarded to the GLPA membership.

The Ad Hoc Committee is still in the process of reviewing schools and criteria for membership. The committee plans to meet with Nick Riggs of Sullivan University's Louisville campus to discuss school accreditation.

Barbie Mullins will be attending the American Alliance of Paralegal Educators Annual Conference in September. The association is an off-shoot of NFPA and her attendance will hopefully bring further opportunities to the association.

The annual meeting of the Board of Directors of the Certified Kentucky Paralegal Program (CKPP) was held in Louisville on May 7<sup>th</sup>. There was a detailed discussion of the leadership and implementation of the certification program and the role that the KPA will play in this process. Barry Sears was elected as President and Dana Martin is the Chairman of the Board. KPA's President, Julie Hunt, was also present for the meeting. The GLPA will be timely advised as to new developments regarding the certification process.

The next KPA meeting will be held in Louisville on June 23<sup>rd</sup>.

## **PARALEGAL SPOTLIGHT: ANDREA SHINDLEBOWER**

*ANGIE THOMPSON, NEWSLETTER CHAIR*

The amount of time and service Andrea Shindlebower has put into the GLPA during her 8 years as a member is quite impressive. Upon joining the GLPA, she immediately began serving on the board as a Board-at-Large member. During her tenure in the GLPA, she has also served on the board as NFPA Representative, Special Events Chair, Vice President and President. In 2003, Andrea's dedication to the GLPA earned her the GLPA President's Award as well as the Don Eppler Award and in 2006, she was again the recipient of the Don Eppler Award.

Andrea was always interested in the legal profession and briefly considered becoming an attorney. Since graduating from Midway College with a paralegal degree in 1987, she has gained extensive experience as a paralegal in estate and tax planning at two different law firms and also by working for an administrative law judge at the Department of Worker's Claims and for the Fayette County Attorney. During Andrea's 21-year career as a paralegal, she has learned to never be fearful of asking her supervising attorneys for help on projects with which she has had little or no experience. After all, she says, "the more you learn, the more valuable you become."

For the past five years, Andrea has worked in her current position for the Legal Department at the Kentucky League of Cities where she researches and responds to inquiries from city officials (mayors, council members, city attorneys and city clerks) regarding legal matters specific to their cities. These questions often deal with various legal issues including alcoholic beverage control, employment law, election laws, planning and zoning, tax or specific municipal issues. Andrea's job also entails preparing and presenting training on various legal issues to city officials across Kentucky and writing legal articles and sections of books that are published by her employer.

Andrea enjoys assisting city officials with bettering their communities. She says it's very fulfilling to work with people who really care about the issues since many of these people put a great deal of time into their work and receive little or no pay.

Aside from her full-time position at the Kentucky League of Cities and being an active member of the GLPA, Andrea served as KPA Conference Chair for the 2006 Statewide Conference that was held in Lexington last November. In addition, she is serving her third term as NFPA Leadership Training Co-Coordinator providing leadership training to paralegals all over the U.S. and is serving her second year on the Legal Studies Advisory Board at Sullivan University.

Andrea's involvement in the GLPA and other organizations has allowed her the invaluable opportunity to network with other paralegals which is something new paralegals should definitely take advantage of. She also advises those new to the profession: "Before taking a job, ask around to find out the values of that particular law firm to be sure they agree with yours. Get as much continuing legal education as you can--never stop learning."

With Andrea's dedication to her job and civic involvement, it may seem that she has little time for leisure activities but she is an avid fan of all sports--especially baseball. She loves traveling to different baseball parks across the country. She also enjoys playing tennis, running, dancing and music but most enjoys spending time with her three children, Roxanne, John and Matthew.

## THE GLPA BOARD WOULD LIKE TO WELCOME ITS NEWEST MEMBER, LEE WILLIAMS, WHO WILL BE SERVING AS STUDENT RELATIONS CHAIR

Lee Williams is a litigation paralegal at Woodward Hobson and Fulton, LLP. Her primary practice is product liability however, she also works in medical malpractice and timber/property disputes. She also worked for a period of time as an investigator for the Human Rights Commission. She is a 1993 graduate of ECU with a bachelor's degree in Paralegal Science and is a frequent speaker for the ECU 401 class. Lee has been a member of the Greater Lexington Paralegal Association and NFPA for 13 years and has served as Treasurer for the GLPA for several terms. Lee has also served on the board for two of GLPA's conferences, the first in 1996 as the co-chair for the vendor committee and again in 2006 as co-chair for the education committee. Lee recently submitted an article to the *Richmond Register* regarding the Legalman project in the hopes of showing other organizations how simple it is to help support our military men and women and their families. Lee's article appears on page 6 of this edition of *ParaPhrases*.

STUDENTS: Drop Lee a note at [lwilliams@whf-law.com](mailto:lwilliams@whf-law.com) if you would like some more information on how students can become involved with the GLPA.

## GLPA HIGH SCHOOL SCHOLARSHIP RECIPIENT, EMILY DRAKE

Emily is 18 years of age and has lived in Lexington most of her life. She is a senior at Paul Lawrence Dunbar High School and, at the time she prepared her essay, which was a requirement of the scholarship application process, she had never heard of a paralegal but she learned while doing research for her essay. You can read Emily's essay on the next page.

Emily will be attending Georgetown College in the fall on a golf scholarship and will be a member of the choir. This summer she will be attending a freshman camp at Georgetown, working with BBS and as a counselor at a golf camp. Emily is a very involved young woman and has a very busy summer ahead of her.



GLPA President, Helen Kelly, presenting Emily Drake with her scholarship on May 20, 2007.

Greater Lexington Paralegal Association Scholarship  
Emily Drake  
Essay: The Paralegal profession is...

“You’ll be hearing from my lawyer.” This popular phrase heard in the media hardly touches the work that takes place for a court case to occur. However, without the paralegal, the case would not happen as quickly and smoothly as hoped. A paralegal is “a person with specialized training that assists a lawyer” (“Paralegal”). The paralegal profession specializes in specific tasks, requires a degree, and has many benefits.

Paralegals often interact with the public, therefore they must carry out the moral ethics necessary, such as not sharing information about a case (Paralegals). They help lawyers prepare “for closings, hearings, trials, and corporate meetings” (Paralegals). A paralegal can work at a law firm, but can not offer advice to any lawyer other than the person directly assigned to them (Britton). It is essential that the paralegal does not offer legal advice to the clients; only a licensed attorney can provide advice (Britton).

A paralegal must have a degree, whether it is from a community college or a regular university. There is not a specific degree or exam required, but an exam is offered that is beneficial when considered for a job. The National Association of Legal Assistants, NALA, offers the PACE exam which “must produce legitimate and verifiable results and consistently passes only paralegals who demonstrate an established level of knowledge, skills and competency” (National Federation).

A paralegal career requires less training and is not as strenuous as a lawyer’s schooling; a paralegal is a more economical employee. This career is growing because of the economic value of the legal services provided (Paralegals). With specialized training, paralegals can do the initial drafting of legal documents and have them signed off by their

lawyer (Britton). This position is beneficial because it provides lawyers with more time to focus on the clients and the case at hand.

The paralegal profession helps lawyers direct their time, clients to have a lower bill, and provides a career for people who may not have a specific degree. Paralegals have an amazing opportunity to help other people and to bring justice to the world.

## Works Cited

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"Paralegal." *The American Heritage® Dictionary of the English Language, Fourth Edition*. Houghton Mifflin Company, 2004. 22 Apr. 2007. <[Dictionary.com](http://dictionary.reference.com/browse/paralegal)  
<http://dictionary.reference.com/browse/paralegal>>.

# **GREATER LEXINGTON PARALEGAL ASSOCIATION**



**WANTS YOU!!!**

**We have many committees that need your expertise.  
Contact Helen Kelly at [hkelly@bhtriallaw.com](mailto:hkelly@bhtriallaw.com) to sign up.**

- **Spring/Fall Seminar**
- **Membership**
- **CLE**
- **Philanthropy**
- **Newsletter**
- **Scholarship**
- **Clothing Bank**
- **Fund Raising**
- **Special Events**
- **Student Relations**

**GLPA'S TREASURER REPORT  
MARCH 2007**

**CENTRAL BANK ACCOUNT**

Balance as of February 28, 2007 \$2,595.16

**DEPOSITS**

02/14/07 Membership Dues collected via PayPal (omitted from February report)	\$28.83
03/06/07 Fifth Third Bank - proceeds from close of CD	\$1,577.90
03/15/07 Donation for Washington Legalman's Family Membership Dues	\$40.00 \$105.00
03/23/07 Powerpoint Seminar Registration Fees	\$285.00
Lynn Imaging - refund of credit balance on account	\$158.92
Action Court Reporters - March lunch sponsorship	\$130.00
Non-member attendee at monthly meeting	\$10.00

**TOTAL DEPOSITS** **\$2,335.65**

**DISBURSEMENTS**

03/01/2007 <i>Re-Energizing Communications, Inc. (Special Events)</i> <i>Downpayment for speaker at 2007 Anniversary luncheon</i>	\$750.00
03/02/2007 <i>Kentucky Secretary of State (Executive Committee)</i> <i>Filing fee - 2007 Annual Report</i>	\$4.00
03/06/2007 <i>Helen Kelly (Executive Committee)</i> <i>Reimbursement for 7 committee chair meetings w/ President</i>	\$136.57
03/06/2007 <i>Jessica Mullins (Philanthropy Committee)</i> <i>Reimbursement for postage &amp; greeting cards for Legalman Project</i>	\$29.32
03/13/2007 <i>Barry Sears (Seminar)</i> <i>Mileage reimbursement for Power Point Seminar Speaker</i>	\$57.50
03/21/2007 <i>Helen Kelly (Seminar)</i> <i>Reimb. for Name Tags &amp; Speaker Gift for Power Point Seminar</i>	\$21.35
03/21/2007 <i>Jessica Mullins (Philanthropy Committee)</i> <i>Reimbursement for gift cards purchased for WA Legalman's Family</i> <i>(\$120.00 collected donations + \$30.00 GLPA funds)</i>	\$150.00
03/26/2007 <i>Lynn Imaging (Student Relations)</i> <i>Dry mount sign for Paralegal Fair</i>	\$31.80
03/31/2007 <i>Lisa Stout (CLE Committee)</i> <i>Reimb. - speaker gift &amp; door prize for March meeting</i>	\$20.00
<i>Reimb. - Buffalo Wild Wings lunch for March meeting</i>	\$111.16
<i>Reimb. - beverages for March meeting</i>	\$13.12
<i>Reimb. - napkins &amp; plates for March meeting</i>	\$10.24

**TOTAL DISBURSEMENTS** **(\$1,335.06)**

**BALANCE AS OF MARCH 31, 2007** **\$3,595.75**

**RESERVE FUNDS**

1,026.211 shares of Dupree Int. Gov't Bond Fund	\$10,077.39
\$10,000.00 initial purchase (1,020.408 shs.)	
\$16.33 reinvested dividends on 2/28/07 (1.658 shs.)	
\$40.70 reinvested dividends on 3/30/07 (4.145 shs.)	
<u>\$10,057.03</u> total cost basis	
\$20.36 unrecognized gain	

<b>\$3,595.75</b> Central Bank Account	
<b>\$10,077.39</b> Dupree Fund	
<b>\$13,673.14</b> TOTAL ASSETS	

Submitted by:

Jennifer Daum, Treasurer  
April 3, 2007

**GLPA'S TREASURER REPORT  
APRIL 2007**

**CENTRAL BANK ACCOUNT**

Balance as of March 31, 2007 **\$3,595.75**

**DEPOSITS**

04/10/07 Membership Dues collected via PayPal	\$57.66	
04/13/07 Membership Dues	\$100.00	
Vebridge - Spring Social Sponsorship	\$300.00	
04/27/07 Access to Justice Foundation - April lunch sponsorship	\$300.00	
Membership Dues	\$75.00	
04/30/07 KPA Conference - GLPA's share of late registration fee for 2006 seminar	\$45.00	

**TOTAL DEPOSITS **\$877.66****

**DISBURSEMENTS**

04/13/2007 NFPA (NFPA Dues) Dues for 1st Quarter 2007	\$1,990.00	
04/17/2007 Linda Farthing (Special Events Committee) Reimb. For postage, paper & envelopes	\$74.04	
Lisa Stout (CLE Committee) Reimb. - speaker gift & door prize for April meeting	\$20.00	
Reimb. -Corky's lunch for April meeting	\$209.13	

**TOTAL DISBURSEMENTS **(\$2,293.17)****

**BALANCE AS OF APRIL 30, 2007 **\$2,180.24****

**RESERVE FUNDS**

1,030.488 shares of Dupree Int. Gov't Bond Fund		<b>\$10,140.00</b>
\$10,000.00 initial purchase (1,020.408 shs.)		
\$16.33 reinvested dividends on 2/28/07 (1.658 shs.)		
\$40.70 reinvested dividends on 3/30/07 (4.145 shs.)		
\$42.09 reinvested dividends on 4/30/07 (4.277 shs.)		
<u>\$10,099.12 total cost basis</u>		
\$40.88 unrecognized gain		

<b>\$2,180.24</b>	Central Bank Account
<b>\$10,140.00</b>	Dupree Fund
<b>\$12,320.24</b>	<b>TOTAL ASSETS</b>

Submitted by:

Jennifer Daum, Treasurer  
May 7, 2007

**MEMBERSHIP APPLICATION**  
**GREATER LEXINGTON PARALEGAL ASSOCIATION, INC.**  
*Member of the National Federation of Paralegal Associations (NFPA)*

Please type or print clearly. All information must be completed exactly as you wish it to appear in our membership files and directory. An incomplete application will be returned. Please make checks payable to GLPA.

\_\_\_\_\_ **Renewal** (Please complete all information) \_\_\_\_\_ **New Membership** (Please complete all information)

Name \_\_\_\_\_ Title \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Birthday \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Work Fax No \_\_\_\_\_

Employer \_\_\_\_\_ Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email Address \_\_\_\_\_

**PREFERRED MAILING ADDRESS:** \_\_\_\_\_ Home \_\_\_\_\_ Office \_\_\_\_\_

**Type of Membership:** (Check One)

1. **ACTIVE \$ 70.00 Annual Fee** Areas of Specialization \_\_\_\_\_  
 Full-Time RP Certified \_\_\_ Yes \_\_\_ No  
 Part-Time  
 Temporary
2. **ASSOCIATE \$ 30.00 Annual Fee**  
 Student (Non-voting)  
 Attending Paralegal Program Offered at \_\_\_\_\_  
 Expected Date of Completion \_\_\_\_\_  
 Paralegal not employed as a Paralegal
3. **OTHER**  
 Sustaining Member **\$ 75.00 Annual Fee**  
 Adjunct Member **\$ 40.00 Annual Fee**

**WORK EXPERIENCE:** (Begin with Current Employer)

Employer	Address	Title	Dates of Employment
_____	_____	_____	_____
_____	_____	_____	_____

**Post High School Education:**

Institution	Degree/Certification	Major	Date of Graduation
_____	_____	_____	_____
_____	_____	_____	_____

**Other Associations which you hold membership:**

\_\_\_\_\_  
 \_\_\_\_\_

## BE AN ACTIVE GLPA MEMBER

Interested in being on a Committee? Please check below. (Note: You will be called upon to serve)

\_\_\_\_\_ Continuing Legal Education      \_\_\_\_\_ Philanthropy      \_\_\_\_\_ Newsletter      \_\_\_\_\_

Student

\_\_\_\_\_ Special Events      \_\_\_\_\_ Fund-raising Activities      \_\_\_\_\_ PACE      \_\_\_\_\_ NFPA

■ Have you ever been convicted of a felony?    \_\_\_\_\_ No    \_\_\_\_\_ Yes

■ Have you ever been disbarred from the practice of law?    \_\_\_\_\_ No    \_\_\_\_\_ Yes

If yes, please explain \_\_\_\_\_

### The Purposes of GLPA are:

- Encourage fundamental educational programs and training to promote continuing legal education;
- Cooperate with the Kentucky Bar Association, the local Bar Associations, the Kentucky Paralegal Association, as well as the National Federation of Paralegal Associations to promote high standards of professionalism;
- Promote ethics and comply with the ethical code of responsibility adopted by the Association;
- Inform paralegals of developments in the paralegal profession and act as a forum for exchanging ideas and disseminating information;
- Encourage the expanded utilization of paralegals in all aspects of the legal profession;
- Further promote the working relationship between paralegals and attorneys in law offices, government agencies, corporations, and other institutions; and
- Increase the awareness of the public, the Judiciary, and the legal community of the scope of paralegal responsibilities.

**\$ 20.00 of your membership fee goes to NFPA. All GLPA members receive the *National Paralegal Reporter* and the NFPA Newsletter.**

### Important GLPA By-Laws

1) **Criteria for Membership:** All membership applications must be reviewed according to the Association's Bylaws and § 3.5 (C) of the Bylaws of NFPA. Pursuant to our Association's Bylaws, as of the date of the application: the Association has the authority to investigate any questionable membership application submitted to the Board; Attorneys not eligible to practice law in any state, whether by suspension or disbarment, are not eligible for membership in this Association; and any individual convicted of a felony is not eligible for membership in the Association. In addition, **Active Member**, as of the date of the application, is any person who is currently employed as a paralegal and has: a. A bachelor's degree in paralegal studies from a traditional college or ABA accredited institution; or b. An associate's degree in paralegal studies from a traditional college or ABA accredited institution; or c. A bachelor's degree and/or an associate's degree in any field, plus a minimum nine-month certification in paralegal studies or a certificate from an ABA accredited institution in paralegal studies. As of the approval date of the Seventh Amended and Restated Bylaws, any applicant who has previously been a member of the GLPA under the minimum 5 years' continuous work experience requirement shall be grandfathered into the association and become an active member of same. An **Associate Member** is any student enrolled full-time or part-time in a paralegal training program, or anyone who meets Active Membership requirements but not currently employed as a paralegal. Associate members do not have voting privileges and are not eligible to serve as officers or directors of the Association. An **Adjunct Member** is any person who is a member of another paralegal association, excluding college related

student associations. Adjunct members will receive the GLPA newsletter, but will not be permitted voting privileges nor be eligible to serve as officers or directors of the Association. **Sustaining Members** include any law firm, corporation, law-related business, institution or paralegal educator interested in supporting the Association. Sustaining members will receive the GLPA newsletter, but will not be permitted voting privileges nor be eligible to serve as officers or directors of the Association.

2) **Membership Dues:** The renewal of annual dues shall be payable on December 1 and shall be received no later than February 1 of the following calendar year. No dues will be accepted after October 15 for the current year but will be applied to the following year. Members who join the Association during the calendar year and prior to October 15 shall pay the entire amount of the annual dues.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MAIL COMPLETED APPLICATION TO: GLPA, P.O. Box 574, Lexington, KY 40589**



## 2007 GLPA BOARD MEMBERS

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