

SOTA

State of the Association

Your News Bulletin for
Colorado Association of Legal Support Staff

2008-2009, Vol. 5

June/July 2009

Message from the President

Welcome to the summer of Colorado! The rains have cleansed and brought to life crisp colors from sky to ground, and the sun radiates glimmer and glow. The transitions of seasons this year have been magnificent.

Transitions: I've always thought transition to mean *change*. However, in recent weeks, I watched my son become a husband and my daughter and son-in-law board an India-bound plane that marked the beginning of a two-year adventure. The word "transition" hence has taken on a different meaning for me, something beyond "change". Webster reminded me that transition means passage from one form, state, style, or place to another.

We all are in the midst of transitions these days. Transitions have been dictated by the economy and corporate downsizing, and those necessitate transitions in our lifestyles and activities. That can be scary, but transitions also present opportunities to open new doors, to try new things, and to evolve.

You will see transition reflected in a few upcoming CALSS events. Our annual meeting will take on a condensed one-day format. As CALSS compresses, please consider the possibility of forming a team of individual members to host future annual meetings, rather than distributing the responsibilities of event planning among our chapters. With that possibility comes the opportunity to reach out to all areas of our state and reconnect with those areas where chapters have disbanded.

Scholarship Chairman Tava Davis has received more than 15 scholarship applications currently being evaluated, and the scholarship program provides an opportunity for CALSS to extend membership invitations throughout the state. It is also in place for the benefit of our members who want to further their education.

Our Ways & Means committee has put together new fundraisers such as Pampered Chef and the online store. Thanks to Cathy Hansen and the creative talents of member helpers for hosting the Stampin' Up session at the Third

Board meeting and for contributing a portion of the proceeds to CALSS.

We have been invited to participate in Discovery Days (a college/university "open house" for prospective students) at Northeast Junior College in Sterling, and we're exploring opportunities to participate with CSU, UNC, Westwood School, and others in short courses, conferences and other networking opportunities. CALSS will participate at the ALA vendor fair in August (read more in Ginny Lee's article). Also, please join us in thanking those vendors who support CALSS by stopping by a vendor appreciation happy hour during the Annual Meeting.

An updated CALSS website will be launched in the near future.

Thanks to each of you for your dedication and loyalty to CALSS as we continue our transition...to open new doors and explore new passages.



Pauli Ingwersen
President

Save the Dates!!

The deadline for submitting nominations for the 2009 CALSS Outstanding Member award is July 24, 2009 .

The 2009 Annual Meeting will be held at the Fairfield Inn & Suites in Fort Collins on September 19, 2009.

Mark your calendars now and watch for details!

Message from the President-Elect

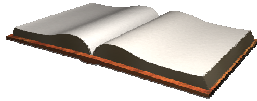
I am looking forward to my term as President of CALSS with a mixture of excitement and trepidation. I know I cannot do it alone, it takes teamwork! Thus, I am hoping that everyone will consider an officer position or committee chair position for this coming year. My primary focus for the year will be member retention with a secondary focus on member addition. While I realize you can't please everyone all of the time, I hope to see CALSS continue to do its best to fulfill the overall needs and desires of the membership.

Ginny Schermerhorn
President-Elect

Message from the Guidelines Committee

It has been quite the process for comparing the Guidelines with the Bylaws and Standing Rules. The updated Guidelines are being reviewed and will be distributed at the Annual Meeting in September. Thanks to everyone who has assisted me on this project!

Sherry McWethy
Guidelines Committee



Message from Nominations Committee

YES, it is that time of year again! Of course, I mean that it's time to start giving *serious* consideration to next year's leadership. We will have Ginny Schermerhorn at the helm as President next year, also it will be the second year of a two year term for me as Treasurer. Now, all we need are President-Elect, Vice President, Secretary, and committee Chairs. Which do you feel like taking a turn at? I'm attaching a sheet with the Officer descriptions to this SOTA. Please feel free to contact any past or present Officer if you'd like more details on "what the position really was like."

In keeping with Pauli's theme of this year, we are all pieces of a puzzle and each piece is necessary to finish the picture. Let's make it a great picture without missing pieces.

Carol Donahue, RP
Nominations Chair



Message from Larimer-Weld ALSS

LWALSS meetings are held every-other-month on the third Tuesday at various restaurant locations. We meet for dinner and social/networking time, and follow with the association meeting. Guests are always welcome at the LWALSS meetings. We have one new member.

The March meeting was held at the Fireside Restaurant in Windsor. Fourteen members and three guests attended.

The July meeting was held at the Sundance Saloon in Fort Collins. We had eight members and one guest attend.

Annual Meeting: Planning for the September 09' CALSS Annual Meeting and Masquerade Ball continue. Announcements and updates are posted at <http://www.meetup.com/Northern-Colorado-Paralegal-Meetup-Group/>

LWALSS made a \$100 donation to the Alzheimer's Foundation of America on behalf of our Honorary Member Karen McKelven.

Administrative Professionals Day, April 21, 2009 - Judy Boker presented a seminar for the Weld County Bar Association titled "25 Things Your Boss AND Your Paralegal Want You to Know."

Law Day Luncheon, May 1, 2009 – Speaker Troy Eid, former United States Attorney presented a seminar on "Liberty in a Post 9/11 World."

LWALSS continues to support and be active in Brownbag CLE seminars. "A Mediation on Mediation: Who, What, When, Where, How and Why" will be the topic on July 8 at 12:00 noon at the Larimer County Justice Center.

The Larimer County Practice Manual is available. The Manual is a useful tool for attorneys practicing in Larimer County and provides information and procedures for various entities. The order form is available online at <http://www.meetup.com/Northern-Colorado-Paralegal-Meetup-Group/files/>

LWALSS continues to sponsor the Northern Colorado Paralegal and Legal Support Group meetup website. The site provides information and announcements for the "13th Annual CALSS Meeting and Educational Conference," <http://www.meetup.com/Northern-Colorado-Paralegal-Meetup-Group/>

Vivian Acott
State Representative

Message from Bulletin Committee

HELP! ARTICLES ARE DESPERATELY NEEDED FOR THE JULY AND SEPTEMBER ISSUES OF DE NOVO! I have two issues yet to go, and you don't want me to be reduced to writing about how badly I need to reorganize and de-clutter my office. Please send me your original contributions or articles for which republication permission has been granted. Articles can be submitted until July 15 for the July 2009 issue, and until September 1 for the September 2009 issue. Thank you! I appreciate your help.

Ann Salek
Bulletin Chairman

Message from the Website Chairman

Summer greetings to all! The new CALSS website is closing in on the final touches and we expect it to be operational soon. If you have not had a chance yet, please take a moment to check out the development site at www.calss.org/dev. Please send any thoughts, comments and/or suggestions to me for the new website. Thanks!

Carol Donahue
Website Chairman

Annual Meeting Happening:

We will be having a vendor reception for all our vendors at the annual meeting. Please let the vendors know we do appreciate them. Time and location to determined.

Pauli Ingwersen
President

2009 ALA Vendor Fair

CALSS has accepted the invitation to to participate in the 2009 ALA Annual Vendor Fair on Thursday August 27, 2009 at the Sheraton Downtown in Denver (the Adams Mark at 16th and Court), from 1:00 – 4:00 p.m.. ALA has graciously given us a booth for free. We are in need of people to man the booth in 1/2-hour to one hour increments. Please contact Ginny Lee at 720-946-4743 or glee@kcfpc.com if there is a time you can help.. Thanks to you all!

Ginny Lee
Parliamentarian

Message from Ways & Means Committee

Check out the CALSS website for the following logo items on sale in the CAL\$\$ Store: pens, portfolios, coffee warmers, duffel bags, and business attachés. The newest logo item is a Silver Stainless Steel 16 oz. Water Bottle.



If you want logo items to wear to the annual meeting, check out The Queensboro Shirt Company subsite at <http://www.queensboro.com/s/calss>. They have great weekly sales so check back often. The link is also available on the CALSS website.

Business cards with CALSS's new logo on the front and a tip chart on the back will again be available at the annual meeting.

Jan Knoll, PLS, & Teresa Chamberlain
Ways & Means Co-Chairmen

FOLLOW OR LEAD?

By Ann Salek
CALSS 2003-2004 President

Congratulations to Ginny Schermerhorn, CALSS President-elect. She believes in CALSS and is committed to the success and growth of the organization when she takes office as President in September.

This organization has a huge potential to affect and improve the lives of legal support staff in Colorado. I believe that those who attend CALSS meetings regularly recognize the worth of the education which is received and truly enjoy the opportunity to socialize with their friends in the legal profession. Many of you have contributed your time and efforts in the past to your local chapter or to the state association. Continued efforts from all of us are needed if CALSS is to remain a vibrant organization. I would like to encourage each and every member of CALSS to consider stepping forward to run for office or to serve on a committee.

Perhaps you would rather be a follower than a leader. Perhaps you do not want to step outside your comfort zone. Perhaps you think that it takes special qualifications to be a CALSS officer. Well, we all step outside our comfort zone when we try something new, and that includes being an officer or committee chair for CALSS.

We don't go into the position knowing everything we need to know or how to solve every problem that we will encounter. We grow and learn that we can do it and can rely on ourselves and on our CALSS friends, and together, we get the job done.

Each member of CALSS is a professional in the legal field. Each of us uses professional skills every day that would assist us as an officer or committee chair. We all have organizational skills. We all know how to communicate with others, interact with others, work as a team, and work against deadlines. It doesn't require more than you are to be an officer or committee chair, but it does require a commitment to give more of yourself.

CALSS welcomes familiar faces and new faces. The CALSS Guidelines and those persons who have served as officers and on committees in the past are great resources for answering the questions you may have. The nomination and acceptance forms are readily available. Nominations will be taken for CALSS President-elect, Vice President, and Secretary. Please seriously consider what you uniquely can offer to the association and volunteer to serve or, if you prefer, have someone nominate you.

We all have other commitments and responsibilities. If running for an office is not possible at this time, then perhaps you would be able to serve on a committee. The number of positions which are available should mean that there is something that fits the time commitment you can make. Serving on a committee is a great way to learn more about CALSS and those persons with whom you come in contact.

Finally, please attend the annual meeting. You won't be sorry that you made the effort to attend.

Message from Mile High ALSS

The Mile High Association of Legal Support Staff meets on the third Monday of each month at 6 p.m. at Parkplace Auditorium in Denver. At our June meeting, Robert Kelso of Forensic Pursuit gave a fascinating presentation on "E-Discovery and Computer Forensics. He is the second forensic investigator who has spoken to us recently. A few months ago we heard a presentation by Joe Dickerson of Financial Forensic Services, LLC. Both gentlemen will give their talks at no charge to law firms, and attorneys can receive CLE credit for attending.

Our July meeting is our yearly membership meeting. Our July speaker will be Jean Farrington. She will be speaking on the multi-generational work force. Those of you who attended the 2008 CALSS Annual Meeting seminars will remember that Jean Farrington was one of our speakers at that time.

Also coming up, in August MHALSS will hold its annual meeting for election of officers and delegates to the CALSS 13th Annual Meeting to be held in Loveland in September.

If you would like to attend any MHALSS meeting but are not on the e-mail list, please contact Deb Heglin or any MHALSS member to obtain a registration form.

Ann Salek
State Representative

FOOD FOR THOUGHT

We are what we repeatedly do. Excellence then, is not an act, but a habit.

~ Aristotle ~

Happy Birthday



- 04 Connie Rossi (Mile High)
- 20 Cathy Hansen (Mile High)
- 26 Paula Phillips (Larimer-Weld)

- 08 Valerie Miller (Member-at-Large)
- 16 Debbie Heglin (Mile High)
- 20 Jodi Morse (Larimer-Weld)
- 20 Ruth Rogge (Larimer-Weld)
- 22 Tava Davis (Mile High)
- 22 Carol Donahue (Mile High)
- 23 Lynn Cohen (Mile High)
- 23 Michelle Shypkoski (Larimer-Weld)
- 24 Karen Smith (Member-at-Large)
- 28 Sherry McWethy (Larimer-Weld)
- 31 Teresa Chamberlin (Larimer-Weld)

"The Phantom of the Opera"
COLORADO ASSOCIATION OF LEGAL SUPPORT STAFF
13th Annual Meeting and Educational Conference
September 19, 2009



The Larimer-Weld Chapter of the Colorado Association of Legal Support Staff (CALSS) is proud to host the 13th Annual Meeting and Educational Conference on September 19 at the Fairfield Inn & Suites, Loveland, Colorado. We will be joined by 30 to 50 legal support staff professionals from across Colorado. Our Association welcomes your support by offering an opportunity to promote your business to a statewide audience. In addition to business meetings, educational seminars will be presented.

Listed below are some of the many ways past sponsors have advanced their businesses:

Cash Donations: CALSS is a nonprofit organization and our Annual Meeting and Educational Conference is self-funded. Direct cash contributions are used to sponsor major events during the conference, minimize registration fees and offset participant costs. Your donation by check should be made payable to the **CALSS Annual Meeting Fund** and should be received by July 15, 2009.

Set Up an Exhibit: You may decide to showcase your products or services on Saturday, September 19, 2009, at the Fairfield Inn & Suites. Individual exhibit space is limited and will be at a cost of \$50.00 per table. Please contact Joyce Beach at: joyce@mbuschlaw.com for a contract and more information.

Sponsor an Event: Some businesses prefer to sponsor an actual event such as a coffee break, cocktail reception, etc. A sign reflecting the name of the sponsor will be prominently displayed at each event. For more information about sponsoring an event, please contact Joyce Beach at joyce@mbuschlaw.com for the approximate cost of sponsoring an individual event.

Advertise in the Annual Meeting Program: Each registrant receives an Annual Meeting Program, ensuring your business statewide exposure. Advertising rates are:

Business card size	\$15.00
Quarter page	\$25.00
Half page	\$40.00
Full page	\$75.00

Your ad must be submitted in "camera-ready" form, together with your check payable to the **CALSS Annual Meeting Fund**, before July 15, 2009.

We honor all of the above contributors in the Annual Meeting Program.

Feature your Product or Service in our Registration Packets: Gift certificates and coupons, pens, gift baskets or smaller items in multiple quantities are welcome surprises in our registration packets while showing your support.

Please mail advertisement and checks to Joyce Beach, Law Offices of Matt Busch, 903 North Cleveland, Ste. A, Loveland, CO 80537, before the July 15th deadline. Please call Joyce at 970-667-2898 during work week hours with any questions.

Thank you for your generous support of CALSS!

CALSS 2008-2009 Leadership*

Colorado Association of Legal Support Staff
P.O. Box 2835
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www.calss.org

Officers:

President:	Pauli Ingwersen, PLS	719-475-6487	pingwersen@hollandhart.com
President-elect:	Ginny Schermerhorn	303-320-0509	vschermerhorn@sgrllc.com
Vice-President:	Tava Davis	303-295-8183	tdavis@hollandhart.com
Secretary:	Sherill Mullins	303-861-5300	sljasper@yahoo.com
Treasurer:	Carol Donahue	303-465-3065	carol.donahue@hro.com
Parliamentarian:	Ginny Lee	720-946-4743	glee@kpfpc.com

Committee Chairmen

Annual Meeting	Joyce Beach	970-667-2898	joyce@mbuschlaw.com
Co-chairmen:	Sherry McWethy	970-493-2550	colocode3@frii.co
Audit Committee:	Pat Thompson	303-776-5214	pthompson39@msn.com
	Vicki Maurer	303-652-2433	vmaurer@niwotlaw.com
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Guidelines:	Sherry McWethy	970-493-2550	colocode3@frii.com
History Book:	Pat Thompson	303-776-5214	pthompson39@msn.com
	Janet Boughton	970-241-0316	keithandjanetboughton@bresnan.net
	Sherry McWethy	970-493-2550	colocode3@frii.com
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	Carol Donahue	303-465-3065	carol.donahue@hro.com
	Cathy Vlasak	970-482-7777	cathy@hshh.com
	Kay Sorg	303-666-0241	kay.sorg@hro.com
Outstanding Member:	Judy Boker	970-356-1115	jboker@crosierlaw.com
Pro Bono/Professional Certification:	Karen Smith	970-242-0486	smithgka@msn.com
Scholarship:	Tava Davis	303-295-8183	tdavis@hollandhart.com
Ways & Means:	Jan Knoll	970-223-2827	
	Teresa Chamberlain	970-223-5900	teresa@estate-planning-help.com
Website:	Carol Donahue	303-465-3065	carol.donahue@hro.com

State Representatives:

Larimer-Weld:	Vivian Acott	970-221-0061	vivian@acotts.com
Logan County :	Peg Bell	970-522-2341	pegbell@aralegal.com
Members at Large:	Karen Smith	970-242-0486	smithgka@msn.com
Mile High:	Ann Salek	303-832-1900	asalek@klmtaxlaw.com

DUTIES OF CALSS OFFICERS

OFFICE

DUTIES OF OFFICE

President	Presides at all meetings of the Association, the Board of Directors and the Executive Committee. Appoints Parliamentarian and committee chairman (except Nominating Committee) and co-signs checks for the Association.
President-Elect	Serves as member liason, presides at meetings in the absence of the President, and co-signs checks in the absence or inability of the President or Treasurer. Also investigates unethical conduct by members. Succeeds to the office of President upon expiration of the President's term or if the office of President becomes vacant between elections.
Vice President	Coordinates all public relations for the Association and serves as legal education liason. Also performs other duties as may be assigned by the President or Board of Directors.
Secretary	Records minutes of the meetings of the Association, the Board of Directors and the Executive Committee. Maintains all legal document, records and equipment. Keeps a current register and roster of officers, directors and committee chairman of the Association. Conducts correspondence requested by the President, Board of Directors and Executive Committee. Sends notices of all meetings and agenda as furnished by the President.
Treasurer	Is custodian of the funds of the Association for a two-year term. Co-signs checks; obtains a position bond; prepares annual budgets; prepares financial statements for all meetings of the Association; prepares and maintains a membership roster for each fiscal year.