



VOLUME 17 ISSUE 1

RPA On The Record

*Newsletter of the Richmond Paralegal Association
An Affiliate Association of the National Association of Legal Assistants, Inc.
Member of the Virginia Alliance of Paralegal Associations*

February 1, 2011

Upcoming Events

February 15 – Deadline to Register for Spring Seminar

February 23 – Brown Bag Lunch

March 5 - Spring Seminar

April 1 – Deadline to Register for May CLA/CP Exam

April 27 - Brown Bag Lunch

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President's Message

Over the past few years, RPA has been eliminating the amount of paper we use. We not only have an electronic newsletter, but the majority of our information is now located on our website, and can be accessed quickly and easily, right at your fingertips. During this next year, we plan to continue adding historical information to the web-site. This will include Newsletters, meeting minutes, and our original Articles of Incorporation.

This year, at the Annual Retreat, Board Members were not given the usual binder full of paper; they were given a lanyard with a 2GB flash drive. The meeting agenda was projected onto a screen, and we flipped through several documents and the website to update information. Having the web-site in front of us really helped us visualize goals and kept us focused on the task at hand. At year end, instead of collecting and updating binders, we will exchange and update flash drives that will be passed on to the next leader who will serve in that particular board position. It is our goal to spend quality time serving YOUR Association, instead of being tied up in paperwork!

When you take a look at the Executive Board this year, you will notice that there are fewer of us than in previous years. Good or bad, this has forced us to streamline our activities. As you have already been made aware, our Education Calendar for 2011 was kick started by the 2010 board and Leader, Amy Vaughan. The 6 speaker seminar scheduled in early March with very timely topics goes to show you that we mean business! After this seminar, we will have already provided our members with 8 hours of continuing education credits for the year, leaving only 2 hours of required credits under the terms of the bylaws, but we don't intend to stop there! Stay tuned for information on lunch and dinner meetings throughout the rest of the year.

If you missed the Annual Meeting in November, 2010 or the first dinner meeting in January, 2011 you may not know that your Association purchased a \$10,000 CD last year and in addition carried a balance of close to \$10,000 for the 2011 board. This was a great achievement which I am sure you are proud of and should be! Let's make sure we continue this trend so that we can bring you better programs in more locations.

Do you know a good speaker, or do you want to hone your speaking skills? Do you know a vendor that would like to become a member, or sponsor a meeting? Alternatively, you can volunteer to serve as a Committee Chair or Board Member. For more information contact a Board Member. It's a great way to learn something new, or share something that you know. Dwight D. Eisenhower once said that "Leadership is the art of getting someone else to do something you want done because he wants to do it." I am humbly honored to serve as President of YOUR Association, and I look forward to getting things done!



Teresa A. Clark, CP
President



Education Report

February Brown Bag Luncheon

When: February 23, 2011 at 12:00 PM

Where: McGuire Woods, LLP, Frances Hayes Room, One James Center,
901 E Cary Street, Richmond, Virginia

Speaker: Vidal J. Torres, Jr., Esquire, Genworth Financial

Topic: Corporate Maintenance

Sponsor: TBA

RSVP: dana.bruce@suntrust.com by February 18, 2011



April Brown Bag Luncheon

When: April 27, 2011 @ 12:00 Noon – 1:00 pm

Where: McGuire Woods, LLP, Frances Hayes Room, One James Center,
901 E Cary Street, Richmond, Virginia

Speaker: Monica McCarroll, Esquire Chair, e-Discovery and Information
Governance Team, Williams Mullen

Topic: e-Discovery

Sponsor: TBA

RSVP: dana.bruce@suntrust.com by April 22, 2011

Schedule:

8:30 AM	Registration and Breakfast	
9:00 AM	Jeffrey H. Geiger, Esquire Sands Anderson	Ethics
10:00 AM	Michael Yager, Director of e-Discovery SpottsFain	e-Discovery
11:00 AM	Melissa S. VanZile, Esquire Hall and Hall	Child Custody and Visitation
12:00 PM	Break for Lunch	
1:00 PM	Julie M. Cillo, Esquire Hall and Hall	Separation Agreements
2:00 PM	John B. O'Grady, Esquire McGuire Woods	Recent Trust and Estate Developments including the Uniform Power of Attorney Act
3:00 PM	John M. Barr, Esquire Jackson Lewis, LLP	Hot Topics in Employment Law



Richmond Paralegal Association

EARLY SPRING SEMINAR!

March 5, 2011

8:30 a.m. – 4:00 p.m.

University of Richmond
Jepson Hall

Extreme affordability at \$20 for Members
and \$35 for Non-Members which includes
6 hours NALA credit, breakfast, and lunch

Register by mail no later than February 11, 2011
to take advantage of this great Early Spring Deal



Richmond Paralegal Association
Post Office Box 384
Richmond, Virginia 23218



RICHMOND PARALEGAL ASSOCIATION

www.richmondparalegals.org

Post Office Box 384, Richmond, Virginia 23218-0384

March 5, 2011, 8:30 a.m. – 4:00 p.m.
 Richmond Paralegal Association Seminar
 University of Richmond – Jepson Hall

- Member Registration Fee \$20.00, includes breakfast and lunch and 6 hours of education
- Non-Member Registration Fee \$35.00, includes breakfast and lunch and 6 hours of education

Please complete this form and mail it with your check payable to the Richmond Paralegal Association address above for receipt on/or before February 11, 2011.

Please print.

FIRST NAME	INITIAL	LAST NAME
FIRM NAME		
EMPLOYER ADDRESS		
CITY	STATE	ZIP
HOME ADDRESS		
CITY	STATE	ZIP
WORK TELEPHONE	CELL PHONE	
EMAIL ADDRESS		

Refund Policy: Registration Fees paid in advance are refundable (less a \$5 processing fee) if written notice of cancellation is received by US mail on or before February 11, 2011. No refund requests will be accepted after this date. All refunds will be made after the seminar.

The use of Jepson Hall at the University of Richmond is graciously donated by:



RICHMOND
 School of Continuing Studies™

Membership Report

We are so excited to serve on the Board of Directors for the 2011 year!!! We are, Jayna Kiracofe and Sheila Kennedy, and are both family law paralegals at Hall & Hall, PLC. Jayna joined RPA in 2008, as the recipient of the Jean Proffitt Scholarship Award; and Sheila joined in 2010. Both of us are serving for the first time as Board Members. We have enjoyed attending the Brown Bag Lunches and Dinner Meetings and decided to get more involved with the association.

We are also co-chairing the membership committee. Our goal is to have all members sign up and renew their membership. We will be visiting local schools to help promote student membership in an effort to get a new generation of members involved. If you are interested in mentoring a student member, please contact Teresa Clark, President. In addition to increasing our student memberships, we challenge you to refer your co-workers and other paralegals you may know to join the association. As of year- end 2010 our current membership roster is as follows:

Active Members:	113
Provisional Members:	4
Student Members:	30
Lifetime Members:	7
Retired Members:	4
Associate Members:	25
Total Members:	183

Please get your membership renewals in, if you have not already. If you have any questions concerning your membership you can reach Jayna Kiracofe at jayna.kiracofe@richmondparalegals.org or Sheila Kennedy at sheila.kennedy@richmondparalegals.org.

Jayna will also be serving on the Public Relations Committee, Student Relations Committee/Speakers Bureau, and Pro Bono Committee. We look forward to a productive and wonderful year.

RPA is always interested in your input and help, if you are interested in making a difference or contributing to the success of YOUR organization , please contact one of the committee chairs for more information

Treasurer's Report

Date	Event	Expenses	Income	Balance
				\$7,848.22
From SunTrust	Interest [from 09/30/2010 end of month]		.35	
From SunTrust	Interest [from 10/31/2010 end of month]		.27	
12/06/2010	Deposit		\$1,175.00	
12/06/2010	T. Clark, Reimbursement for RPA promotional items for membership, check # 1079	\$432.50		\$8,591.34
12/06/2010	Eurest Dining Services for RPA Dinner, check # 1080	\$1,012.32		\$7,579.02

Date	Event	Expenses	Income	Balance
01/03/2011	Deposit		\$580.00	\$8,159.02
01/03/2011	Downtown Direct[courier of books for audit] check #1081	\$10.00		\$8,149.02
01/15/2011	RPA Board Retreat Breakfast check #1082	\$114.96		\$8,034.06
01/15/2011	Reimbursement VAPA, check #1083	\$75.00		\$7,959.06
01/15/2011	RPA Board Meeting Supplies, check #1084	\$40.09		\$7,918.97
01/15/2011	Name Tag expense, check #1085	\$14.59		\$7,904.38
01/21/2011	Deposit		\$1,795.00	\$9,699.38
01/21/2011	Interest (.27 from 11/30 - .28 from 12/31)		.55	\$9,699.93
01/15/2011	Sam Miller's Retreat Luncheon, check #1086	\$425.00		\$9,274.93

Bar Liaison's Report

RPA has decided to merge its Law Day luncheon into that of the Richmond Bar's. Since we are always invited to the Richmond Bar's Law Day luncheon, it is more efficient for us to celebrate Law Day solely at that time and to rely upon their speaker to bring us an interesting presentation.

Law Day has been scheduled for May 2, 2011, stay tuned for further announcements that are made concerning Law Day.

Katherine Lloyd, RPA Director
Litigation/e-Discovery Paralegal,
Williams Mullen

So, What's It Like?!

I want to introduce myself as your 2011 NALA Liaison. My name is Donna Strauss and I am a corporate paralegal at Genworth Financial. I have been with Genworth for twelve years and love what I do. As your NALA Liaison, I plan to keep you informed of all the NALA events and activities this year and answer any questions you have regarding NALA and our affiliation with NALA.

This is my second year with the RPA Board and I wanted to share what it's like to be on the Board. My first year was in 2009 when I performed the role of Secretary. I was new to the Board so I just wanted to sit back, listen to how the Board was managed, and take notes. It worked well for me, but I had a lot of other activities going on in my personal life that prevented me from giving more time than I wanted to give, so I decided not to continue on the Board the following year.

The reason I joined the Board in the first place was to learn how this organization is run and to get to know other paralegals on a more personal level. Attending Brown Bag Lunches and Dinner Meetings was nice for me, but as a generally quiet person, I needed a bigger push to network.

So what's it like to be part of the RPA Board? It's a great experience being "behind the scenes" and seeing how decisions are made and working on committees to make events happen for our community. Every one on the Board is nice and welcoming and they want to make a difference. All our time is volunteer time, where we spend a few hours in the evening together every other month discussing issues, upcoming events, and voting on actions of the Board. We keep in touch via email and share suggestions and advice. The time commitment is not too great, and we have a huge voice in how our association is run and can help schedule and plan activities for our members.

If you have ever thought about getting involved with the Board but have felt uncomfortable taking that step, please remember that our Board members are just like you. They are hard-working paralegals who want to make a difference in our community. They are great people who give of their time to make sure paralegal education continues to be offered to our members and they want to give you something of value to your career.

It's not too late to get involved with your Board this year. Feel free to contact me or any Board member if you would like more information about your RPA Board.

I look forward to representing RPA as NALA Liaison and I look forward to meeting more of you this year. If you have any questions or concerns regarding our affiliation with NALA, please feel free to contact me.

Donna

Donna.Strauss@richmondparalegals.org

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NALA Liaison's Report

The Spring session of *NALA Campus Live!* online courses begins February 2, 2011 with the *Freedom of Information Act* and ends May 18, 2011 with *Deeds*. Other courses offered this Spring include *Civil Litigation*, *Ethics*, *Patent Prosecution*, *Evictions*, and many more!

Porcher L. Taylor III, J.D., Associate Professor and Program Chair of the Paralegal Studies Program in the School of Continuing Studies at the University of Richmond, will be presenting on Tuesday, February 15, 2011 on the topic, *The Dynamic World of Paralegals in the Year 2015: Seismic Forces in 2010 Will Radically Reshape the Profession*. Porcher's presentation analyzes how the paralegal's role and status in the legal profession and society will continue to be redefined and reshaped following the Recession of 2008-2009.

Michael Yager, Director of e-Discovery at the law firm Spotts Fain, PC (and RPA's Treasurer) will be presenting on Monday, May 9, 2011 on the topic, *e-Discovery: Catching Up With Slowing Down the Train*. Michael's presentation provides the tools for law firms, attorneys, and paralegals, in an efficient and Federal Rules compliant environment, to catch up with the vendor world and begin to manage the e-Discovery process rather than continue to be driven by it.

Register for these and other courses at <http://www.nala.org/Spring2011Schedule.aspx>



2011 Executive Board and Committee Chairs

President

Teresa A. Clark, CP
Sands Anderson PC
teresa.clark@richmondparalegals.org

1st Vice President (*Education*)

Vacant

2nd Vice President (*Membership*)

Vacant

Secretary

Kitty Bice, CP
Sands Anderson PC
kitty.bice@richmondparalegals.org

Treasurer

Michael Yager
Spotts Fain PC
Mike.yager@richmondparalegals.org

Director (*thru 2011*)

Sharon Gulliksen, CP
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Sharon.gulliksen@richmondparalegals.org

Director (*thru 2011*)

Jayna Kiracofe
Hall and Hall PC
Jayna.kiracofe@richmondparalegals.org

Director (*thru 2011*)

Sheila Kennedy
Hall and Hall PC
Sheila.Kennedy@richmondparalegals.org

Director (*thru 2013*)

Katherine Lloyd
Williams Mullen
Katherine.Lloyd@richmondparalegals.org

Director (*thru 2013*)

Vacant

Parliamentarian

Shirley Barwick
Midkiff, Muncie & Ross
Shirley.barwick@richmondparalegals.org

NALA Liaison

Donna Strauss
Genworth Financial
Donna.Strauss@richmondparalegals.org

RPA is always interested in your input and help, if you are interested in making a difference or contributing to the success of YOUR organization, please contact one of the following committee chairs for more information

Education Committee:

Meeting Reservations:

Membership Committee:

Technology Committee:

Newsletter Editor:

Web Master

Marketing/Public Relations:

Job Bank:

Bar Association Liaison:

CLA Study Program:

Nominations/Elections Committee:

Pro Bono Committee:

Vacant

Dana Bruce, CP – Dana.bruce@SunTrust.com

Jayna Kiracofe – Jayna.Kiracofe@richmondparalegals.org

Sheila Kennedy – Sheila.Kennedy@richmondparalegals.org

Donna Strauss – Donna.Strauss@richmondparalegals.org

Vacant

David B. Richardson – david.richardson@richmondparalegals.org

Jayna Kiracofe – Jayna.Kiracofe@richmondparalegals.org

Kitty Bice, CP – Kitty.Bice@richmondparalegals.org

Katherine Lloyd – Katherine.Lloyd@richmondparalegals.org

Teresa A. Clark, CP – Teresa.Clark@richmondparalegals.org

Sharon Gulliksen, CP – Sharon.Gulliksen@richmondparalegals.org

Jayna Kiracofe – Jayna.Kiracofe@richmondparalegals.org

Do you have useful information to share, or are you interested in contributing an article?
Please contact Teresa A. Clark, CP Teresa.Clark@richmondparalegals.org