

SNAP SHOT



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SNAP Calendar 2011

SNAP General Meetings Every Third Tuesday at Noon (see flyer)

ZoZo's Restaurant @ 3446 Lakeside Drive

May 17:

Speaker: Linda Palmer & Heidi Fulks

June 21:

Speaker: President

Topic: SNAP Elections

Officers and Chairpersons

President: Anna Buchner

1st VP/Education: Jeannie Dieffenbach

2nd Vice President/Membership/Job Bank:
Amy Hodgson, ACP

Treasurer: Susan Sunday, ACP

Parliamentarian: Susan Davis, CLA, PLS

Student Liaison: April Solomon

Secretary: Linda Palmer

NALA Liaison: Kate Cline, ACP

Newsletter & Web Site Editor: Lynda Traves

President's Note

The SNAP annual seminar has come and gone. Seminar was held on April 8, 2011, at the State Bar of Nevada Office on Double R Blvd. in Reno.

I would like to thank our speakers: Elliott Sattler, Deputy District Attorney, Maize Pusich, Deputy Public Defender, John Petty, Deputy Public Defender, Laura Peters, CP, Investigator with the State Bar of Nevada, Janeen Isaacson, Esq. and Deputy Dennis Carry, Washoe County Sheriff's Office.

The vendors: Pete Lazetich, of Reno/Carson Messenger Service, Ken Buchner, Collision Reconstruction Associates, and DeeDee Jensen, Sunshine Litigation Services. Evan Firstman was not in attendance however, provided a door prize drawing.

The next major order of business for SNAP is elections. This is the end of my two year term as President. I have been honored to serve as your leader. I have represented SNAP at the NALA Convention the last two years; spoke at paralegal classes at TMCC, Career College of Northern Nevada and UNR Continuing Education Program's Paralegal class. In addition, I have attended legal community functions as a representative of SNAP. It has truly been a privilege.

SNAP does not run by itself. Although, sometimes I think it does. The Executive Committee that governs the organization is the glue. The President oversees the organization, committees, and runs the meetings. I chose to attend other functions on my own time. What can I say — I like people and meeting new people.

The first vice-president is responsible for continuing education. Setting up monthly speakers and chairing the annual seminar. Second vice-president is responsible for membership and the job bank. Secretary is responsible for taking the minutes of the executive committee meeting and the general meeting and preparing the minutes for the approval of the EC and general membership. Treasurer is responsible for **THE MONEY**. The Treasurer collects dues from second vice-president and from the luncheons and deposits the funds in the bank and makes sure the check book balances every month. NALA Liaison is the "go-between" for SNAP and NALA. This person keeps all SNAP members apprised of the happenings of NALA, new CP/ACP testing procedures, casts your NALA vote and educates all of us on NALA.

The following positions are appointed by the executive committee: Parliamentarian. This position keeps the meetings moving along and most importantly in accordance with *Robert's Rules of Order*. The Student Liaison is the voice for the students. This position allows an individual to get out and talk to students in the various legal programs and introduce them to SNAP. There are other positions that are available for appointment for the asking.

I would really encourage you to get involved and find out just how lucky we are to have the legal community that we have. I have met so many wonderful individuals that I do not know where to begin.

If you should have any questions, comments or concerns, please feel free to e-mail me at snapprez@cranevada.com. I will be happy to answer your e-mail.

I will see you on Tuesday, May, 17, 2011, noon at Zozo's for the SNAP general meeting, topic is Social Security Disability.

Anna M. Buchner
SNAP President
2009 - 2011

**MINUTES OF THE
EXECUTIVE COMMITTEE
AND
GENERAL MEETING OF THE
SIERRA NEVADA ASSOCIATION
OF PARALEGALS
MINUTES OF THE
MINUTES TO BE A FOLLOWING
NEWSLETTER**

**SNAP PARLIAMENTARIAN
REPORT**

By: Susan G. Davis, PLS, CLA

May 3, 2011

**Report of Activities and
Contributions:**

In SNAP's Bylaws, under Section 11.16, it states that, "Each officer will prepare a written report of their activities and contributions during the past year." This report is due annually on May 1. Accordingly, I offer the following report as SNAP's Parliamentarian:

I came on board with SNAP in approximately October 2010. I was



asked by Anna Buchner (current president) if I wanted to be on the Executive Committee for SNAP as Parliamentarian. I attended the EC meeting in October and was voted in by the board as the new Parliamentarian at that same meeting.

My duties on SNAP's board include advising the president of parliamentarian issues and procedures as they pertain to SNAP during the general membership meetings as well as the executive committee meetings. I also

advise the president if and when there is a quorum at these monthly meetings.

I was also made chairperson of the Nominations and Elections committee in December 2010. I enlisted the help of second vice-president, Amy Hodgson. Together we contacted all eligible (voting) members of SNAP and inquired as to their interest in holding a position on SNAP's board for 2011/2012. I was able to put a full slate of officers together, along with proxy ballots, which was made part of the May 2011 SNAPshot. SNAP's elections will be held on June 21, 2011.

There have been discussions about updating SNAP's bylaws. I wanted to be a part of revising the bylaws, however, considering my short time on the board and my lack of my experience with this association, I elected to wait until I felt I had gained more knowledge about SNAP and NALA.

I feel comfortable now taking on the role of revising the current SNAP Bylaws.

Accordingly, I plan on proposing at the next EC meeting (May 4, 2011) that a bylaws committee is formed in order to look at updating SNAP's bylaws. My plan is to ask Kate Cline and Anna Buchner to be on the Bylaws committee. I hope that by July 2011 my committee will have met and have started proposing revisions to SNAP's Bylaws.

Respectfully submitted,
Susan G. Davis, PLS, CLA
SNAP Parliamentarian 2010/2011



Report of NALA Liaison
Report in Next Newsletter

Respectively,
Kate Cline, ACP
NALA Liaison

SNAP TREASURER'S REPORT

By Susan Sunday, ACP
May 4, 2011

Pursuant to SNAP's Bylaws, under Section 11.16, the following is my written report of activities and contributions during the past year.

Report of Activities and Contributions:

In June 2010, I was again elected as Treasurer. My duties include depositing funds received from monthly meetings, membership dues, the annual seminar, and activities; making disbursements; transferring 1/2 of the profits, if any, received from SNAP's meetings and activities to the scholarship account; balancing the checkbooks, both the general account and the scholarship account; and preparing monthly written financial reports.

This year Kate Cline and I set up and tested PayPal as a way of receiving payments from our members and non-members. While it was determined that using PayPal did work, there was a cost to SNAP associated with each transaction. Each transaction fee was approximately \$1. After discussing this with the board, it was determined that due to the cost, we would not be using PayPal at this time.

Respectfully submitted,
Susan Sunday, CLA
Treasurer

Washoe County Law Library

75 Court Street, Room 101, Reno,
NV

(775) 328-3250

<http://www.co.washoe.nv.us/lawlib/hoursloc.htm>

Nevada Legal Resources

Class at Washoe County Law Library

http://www.co.washoe.nv.us/index/display_outreach.html~details=8895

Washoe Legal Services

299 South Arlington Avenue
Reno, NV 89501

Telephone: (775) 329-2727

Fax: (775) 324-5509

Free legal services in Washoe County,
Nevada

<http://washoelegalservices.com/>

State of Nevada Bar

<http://www.nvbar.org/>

Hello SNAP Members!

Attached is the 2011/2012 slate of officers for the upcoming elections to be held at the SNAP general meeting on Tuesday, June 21, 2011. If you would like to run for a board position, your time to do so is winding down. Pursuant to our bylaws, we will need to present the slate of officers to the members 30 days before election. So I will need to know by the first part of May if you want to run for a board position.

In addition, if you have been nominated for an office or are thinking about running for an office, **you must** attend the SNAP general meeting on **June 21, 2011**.

Please contact me as soon as possible if you would like to hold a SNAP EC position, or if you have any further questions.

Susan Davis, CLA, PLS
(775) 786-6868

ELECTION OF OFFICERS

Sierra Nevada Association of Paralegals (SNAP) will be holding the annual election of its officers at the Annual Meeting, **June 21, 2011** at a restaurant in Reno, Nevada.

Nominations will also be taken from the floor of those in attendance.

In accordance with Article 9 of SNAP's Bylaws, we are sending out this notice accompanied by the Proxy and Proxy Ballot. If you are unable to attend the June 21 General Meeting, but wish to exercise your right to vote, please complete Proxy and Proxy Ballot as instructed by **June 14, 2011**.

If you are planning on attending the **June 21, 2011** Annual Meeting, please bring the regular Ballot with you to the meeting. That regular ballot is attached herewith as well. **Remember**, if you have been nominated for an SNAP office, you must attend the **June 21, 2011** Annual Meeting.

Respectfully:

Anna Buchner
SNAP President 2009-2011

2011/2012 BALLOT

SNAP

President

Susan Sunday, ACP

First Vice President

Melissa Paschal, CP

Second Vice President

Amy Hodgson, ACP

Treasurer

Erin Tieslau, CP

Secretary

Linda Palmer, MWP

NALA Liaison

Anna Buchner, AAS²

APPOINTED POSITIONS:

The Parliamentarian to be voted by the newly elected board.

SNAP BOARD POSITION DESCRIPTIONS**President**

The President is responsible for SNAP. The president puts in on average about six to eight hours a month. The president sets up the agendas for the monthly executive committee meetings and the general membership meetings. The president oversees all committee work but is a nonvoting member of the committees.

First Vice President

The By-Laws State:

Article 10.1.A EDUCATIONAL PROGRAMS COMMITTEE (First Vice President is chairperson): This committee shall coordinate and organize educational events for the benefit of the membership, such as CLA preparatory courses for SNAP, panel discussions, legal education seminars, and any other educational-related activities. The chairperson shall appoint the members of this standing committee.

This position requires attendance at two monthly meetings, the Executive Committee Meeting and the SNAP Luncheon. Arranging for monthly speakers at the luncheons requires calling and e-mailing people of interest, coordinating their availability with the monthly luncheons, and obtaining their personal information and background for the newsletter. The months where there are no luncheon meetings, there are other activities, such as the annual seminar, elections, and the Christmas party.

This position is also responsible for arranging the SNAP Annual Seminar. This involves working with the President to secure a location for the seminar, arranging for qualified speakers, submitting the paperwork to obtain the CLE credits, and catering.

The amount of time spent each month can vary from 3-6 hours.

Second Vice President

The position in a nutshell: MEMBERSHIP. The second vice president has created a spreadsheet which has all of our current membership information, including if the member wishes to be in our job bank. As applications come in, the second vice president reviews them to see if they meet the qualifications as specified in our bylaws. If they qualify for membership, the second vice president prepares and mails their membership card with a letter welcoming them to SNAP. The second vice president then adds their information to our member database, and e-mail the updated database to our newsletter editor and website manager, so they receive all notifications of upcoming meetings and events.

Additionally, the second vice president is in charge of the job bank. As the second vice president is notified of positions available, the second vice president, in turn, notifies the members who are in the job bank. The second vice president also e-mails our newsletter editor with the opening, so it can be added to our newsletter.

The average time spent doing the duties for the Second Vice President position is approximately 2 hours per month, except at the beginning of the fiscal year, when the second vice president creates the member database, and is responsible for creating and mailing the new membership cards to our renewing members.*

Treasurer

The treasurer's duties entail the following:

1. Attend the general meeting and pay the restaurant bill
2. Attend the executive committee meeting
3. Pay bills and mail payments (usually average one or less per month)

4. Balance the checkbooks (general account and scholarship account)
5. Prepare the monthly treasurer's report and e-mail to newsletter editor
6. Make deposits at the bank (once to twice a month)
7. Review and respond to e-mails from board members

Not including attending meetings and going to the bank, on the average, the treasurer spends about 1 hour to 1.5 hours doing the treasurer's duties.

Recording Secretary

The recording secretary is responsible for attending the monthly Executive Committee meeting and the monthly General Membership meeting. Both meetings generally last about an hour and the secretary is responsible for recording what is discussed at the meetings. Any motions that are made will be recorded, as well as the vote on the motion. The minutes will be typed and presented to the Executive Committee members for approval and recommended corrections will be made. The Executive Committee will approve the minutes from the Executive Committee meetings. Minutes from the General Membership meetings are presented to the General Membership at the monthly meeting for approval. (It takes about 45-60 minutes altogether for each set of meeting minutes to be prepared, emails to be sent to Executive Committee members, corrections to be made, and the final set of minutes to be prepared for approval.)

The recording secretary is also responsible for responding to e-mail confirmations for the General Membership meeting and preparing a sign-in sheet for the General Membership meeting from either these confirmations or mail confirmations that have been received in the mail. The checks and/or money that have been received as payment need to be copied with each payment annotated with whom the payment is for. Checks, cash, and a copy of the sign-in sheet will be given to the Treasurer. The sign-in sheet is given to the NALA Liaison. (This takes about 45 minutes all together.)

NALS Liaison

In conjunction with the duties outlined in the Bylaws, estimated time spent each month on those duties is as follows:

- Reporting on a quarterly basis SNAP's activities – This entails attending Executive Committee and General Meetings so the liaison is familiar with what our Association is doing. Time spent at meetings and preparing the report equals about 2.5 hours monthly.
- Represent SNAP at the NALA Annual Convention – This is a once a year event and typically entails five days (including travel but not including networking and socializing).
- The NALA liaison is the recipient of NALA news for SNAP, and that information is typically assembled in the liaison's report for the *SNAPShot*. The time for preparing a monthly report is typically less than 30 minutes.
- The duties as listed in the Bylaws are a fair description of the requirements of the position. One can devote more or less time to the position as desired.

Overall, the time devoted to the position is approximately three hours per month, including responding to emails and messages.

Parliamentarian (Appointed by President)

Advise the president and board of parliamentary procedures. The parliamentarian does not vote. Spends about two hours a month.

* **Note from Amy Hodgson:** As I have only served in this position for one year, I can be re-elected to the position of Second Vice President. I hope to retain my current position for the 2011-2012 fiscal year.

SNAP General Meeting Luncheon Tuesday, May 17 at Noon

SPEAKER: Linda Palmer and Heidi Fulks

TOPIC:

PLACE: ZoZo's Restaurant
3446 Lakeside Drive
775.829.9449

COST: \$18.00 – Members & Guests \$15.00 – Student Members

Name: _____

Office: _____

Phone/Email: _____

Member

Student

Guest

Menu - Italian Buffet

Chicken Parmesan over Rigatoni with Marinara Sauce
Mushroom ravioli
Caesar Salad

Please mail your reservation form and payment to:

SNAP, P.O. Box 2832, Reno, NV 89505-2832

**ALL RESERVATIONS WITH PAYMENT MUST BE RECEIVED
BY FRIDAY, May 13, 2011**

Email reservations accepted at: l.palmer1@live.com