

# SNAP SHOT



## This Issue:

President's Note.....	1
Executive Committee Minutes.....	2
General Meeting Minutes.....	3
Treasurer's Report.....	4
Audit.....	5
Job Bank.....	7
Bylaws Information.....	8
Thank you Letter to SNAP.....	9
Fun Tidbits.....	10
Member Biography.....	11
Article.....	12
Meet the SNAP Board.....	15
Speaker Biography.....	16
General Meeting Flyer.....	17

## **GENERAL MEETING** **SNAP Calendar 2012**

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

ZoZo's Restaurant @ 3446 Lakeside Drive

#### **November 20, 2012:**

Speaker: David Gordon Topic: Judicial Education

#### **December 18, 2012:**

Speaker: Casey Campbell Topic: Collaborative Law

#### **January 22, 2013:**

Speaker: Joe Becker

Topic: Constitutional Infringements

## **Officers and Chairpersons**

**President:** Susan Sunday, ACP

**1st VP/Education:** Amy Hodgson, ACP

**2nd Vice President/Membership/Job Bank:**

Kate Cline, ACP

**Treasurer:** Erin Tieslau, CP

**Parliamentarian:** Susan Davis, CP, PLS

**Secretary:** Crystal Huss

**NALA Liaison:** Anna Buchner

**Student Liaison:** Rachael Chavez

**Activities/Social Chair:** Christine Lamia

**Newsletter & Web Site Editor:** Lynda Traves

<http://www.facebook.com/groups/154903284632632/>

## *Presidential Ramblings*

We just finished Halloween, and I am already starting to think about Thanksgiving. It has become a tradition in my family to have Thanksgiving dinner at our house. My husband and I invite both of our immediate families and our chosen family. The attendees fluctuate from year to year, but no matter who is there, we always have an enjoyable time.

Due to aging and divorces, the number of people able to assist in putting the dinner together has decreased. Consequently, my husband and I have taken on the majority of the work. Last Thanksgiving I had a few stressors in my life, and the thought of pulling a Thanksgiving dinner together felt overwhelming.

I was in Costco the week prior to Thanksgiving and sampled its Thanksgiving dinner items. I thought they were pretty good. As I was driving home from work a few days before Thanksgiving, I had an idea. Why not reduce my stress level by taking some shortcuts and utilizing Costco's offerings. I purchased the stuffing, which was as good as my homemade stuffing, and the mashed potatoes. My husband and I still made the green beans, turkey and gravy, and other family members brought the appetizers, deserts and rolls. To make sure no one knew about my shortcuts, I transferred and heated the mashed potatoes and stuffing in my own serving dishes. None of the guests knew they weren't homemade until I mentioned it months later. I felt very relaxed that Thanksgiving, and this year I may use those same shortcuts.

During the past couple of months, SNAP Shot's *Hot Tips* articles have offered members shortcut ideas. I encourage SNAP members to continue submitting articles. We have over 50 members, and among us, there is a wealth of knowledge. Please email your "Hot Tip" to [lynda@brync.com](mailto:lynda@brync.com). It can apply to your particular area of law, computer software suggestions, other websites that you utilize, or anything else you would like to share. Your "Hot Tip" may help reduce someone else's stress.

Respectfully submitted,

Susan Sunday, ACP

President

## SNAP Audit Committee Report Audit of 2011-2012 Financial Records

The undersigned were appointed by the Executive Committee as the Audit Committee (the "Committee") to perform a review of the financial books and records of the Sierra Nevada Association of Paralegals (the "Association"). The Committee performed a review of the books and records, and submits the following report of its findings, corrections, and recommendations pursuant to Article 12, Section 1, of the Association's Bylaws. The Committee expressly points out that *spot checks* were made, and a complete, thorough audit would need to be completed by accounting professionals. Therefore, the tasks, findings and recommendations are based solely upon the spot checks made and should not be considered a review of every record incurred by the Association during the 2011-2012 fiscal year.

1. Reviewed tasks. The Committee performed spot checks of the following general audit procedures:

- A. Verified a notation was recorded in the check register from the 2011 audit committee.
- B. Verified beginning balances on Treasurer's Report and carry-forward balances were properly recorded.
- C. Sampled deposits made corresponded to the total receipt back up.
- D. Verified two signatures on checks over \$50.00 per Article 11, Paragraph 5, of the Bylaws.
- E. Verified check numbers and amounts were properly recorded in the check register and on the Treasurer's Report.
- F. Verified back-up documentation was in the Treasurer's Manual for checks written.
- G. Verified that checks written for reimbursement to officers were not signed by the officer requesting reimbursement.
- H. Verified bank statements were reconciled to the check registers.
- I. Verified the bank statements were reconciled to the Treasurer's Report.
- J. Verified the use of the debit card:
  - i. was for a "permitted" purpose (on-line purchase, website fee, "emergency" use)
  - ii. back-up for use was included
  - iii. purpose of use was noted on the receipt
  - iv. if sum exceeded \$50.00, two officers initialed and dated the receipt (Article 11, Paragraph 5)

2. Findings and/or Deficiencies.

- A. There was no notation recorded in the check register indicating an audit was performed of the 2010-2011 records, although one had been done.
- B. Beginning balances on Treasurer's Report and carry-forward balances were properly recorded.
- C. Sampled deposits corresponded to the total receipt back up.
- D. Checks over \$50.00 had two signatures per Article 11, Paragraph 5 of the Bylaws.

- E. Check numbers and amounts were properly recorded in the check registers and on the Treasurer's Report.
- F. Back up documentation was in the Treasurer's Manual for checks written.
- G. Check 1114 payable to Anna Buchner was signed by Susan Sunday and Anna Buchner. No other checks for reimbursement were signed by the officer requesting reimbursement.
- H. Bank statements were reconciled to the check registers.
- I. Bank statements were reconciled to the Treasurer's Report.
- J. Debit Card use:
  - i. On several occasions two officers' signatures were not scribed on the receipt or back up receipt.
  - ii. On several occasions when use of debit card was approved by the Executive Committee, copies of the minutes were not attached.

3. Recommendations. Based upon our audit, the following are the recommendations of the Audit Committee on a going forward basis:

A. Guidelines be set up specifically for the use of debit card purchases. For example: necessity of two signatures on the back up receipts for purchases over \$50.00, use of debit card for office supplies and other miscellaneous purchases related to seminar, etc.

B. If the debit card is used in an emergency or is unavoidable (e.g., Treasurer unable to attend membership meeting at the last minute, or a vender requires a "credit card" for a deposit), two authorized bank account signatories shall agree on its use, both of whom shall make a notation as to the reason for its use in lieu of a check being issued and initial and date the bank-up documentation.

C. Copies of Executive Committee minutes should be attached to the receipt approving the use of the debit card.


### Conclusion

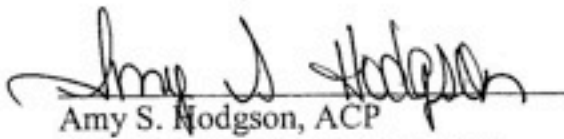
Overall, the books and records of the Association were in good order and well kept by the 2011-2012 Treasurer.

We appreciate the opportunity to serve the Association in this matter.

Respectfully submitted,

2010-2011 Audit Committee:

  
Susan Sunday, ACP  
President, 2012-2013

  
Amy S. Hodgson, ACP  
First Vice President, 2012-2013



For the clean and red-lined version of the bylaws and standing rules, see the attachments with the newsletter email.

The revised bylaws/standing rules must be sent out to the membership for review before they are voted on at the December 2012 meeting. The bylaws committee will need enough time to revise the bylaws/standing rules in case there are comments from the general membership. Please contact Susan Davis with any comments or changes.

Thank you for all your hard work and help.

Susan G.Davis, PP, PLS, CLA  
Parliamentarian



## At Ease USA

*Trauma treatment and therapeutic  
support for active military,  
veterans and their loved ones*

P.O. Box 24465  
Omaha, NE 68124  
402.630.8998

October 9, 2012

### Board of Directors

Scott Anderson, President  
Tim Burke, President-Elect  
Joshua Weiss, Treasurer  
Edward L. Burchfield  
Mike Daeges  
Richard P. Jeffries  
Ann Kelleher  
Dr. James Sorrell  
Lisa Wolford  
Charles Youngblood, USN

### Advisory Council

Admiral C.R. Bob Bell  
Ken Stinson

### Executive Director

Beth Kramer

Ms. Susan Sunday  
Sierra Nevada Association of Paralegals  
PO Box 2832  
Reno NV 89505

Dear Susan,

Thank you for your generous gift of \$100 to the At Ease program.

In 2009, we lost more soldiers to suicide than to the Iraq and Afghanistan wars combined. On average, 18 veterans take their own lives every day because of depression and post-traumatic stress. At Ease offers the individualized counseling services our veterans and their families need to fight this disturbing trend.

In its first year of operation, the At Ease program had hoped to see an 80% reduction in symptoms for program participants. In fact, 83% of clients indicated a reduction in symptoms and 96 % of those participants remain free of legal issues, becoming productive citizens in our community.

At Ease has demonstrated that public-private partnerships are the quickest and most compassionate way to get veterans the help they need. This donation helps us continue to honor those who have served our country.

Again, thank you for your confidence in the At Ease program.

Sincerely,



Scott Anderson  
President



# Fun Tidbits of the Month

**Hot Tips** is a column in which paralegals submit practical advice and suggestions to other paralegals. We encourage each of you to submit your “hot tips” on a regular or irregular basis. Many of us have acquired skills over the years that have made our jobs easier, and we encourage you to share that knowledge with your fellow paralegals. You are welcome to include your name or not. (There are no Hot Tips this month)

## Amy Hodgson's Way cool recipe:

With the holidays soon upon us, I started thinking of all of the baking my family would do.

For me, it's not Christmas without Tea Rings. My mom and I have made them since I can remember. They are in high demand from our family and friends, and are a perfect way to start Christmas morning (with bacon, eggs, and coffee, of course)!

### Straight dough for sweet rolls

Scald 2/3 cup milk

Add and stir into scalded milk:

1/2 cup sugar

1 1/4 teaspoon salt

6 tablespoons shortening

Measure into bowl (don't use metal bowl):

2/3 cup lukewarm water

2 tablespoons sugar

2 packages yeast

Let stand until dissolved; stir

Add lukewarm milk mixture to yeast mixture (make sure milk only lukewarm so you don't kill the yeast)

Beat 3 eggs and add in.

Add:

3 cups sifted flour

Beat until smooth

Add:

3 cups flour (approximate)

Turn out onto lightly floured board. Knead until dough is soft, but no longer sticky. Place dough into greased bowl (or, lightly grease the ball of dough and place in bowl).

Let rise until doubled in bulk.

### TEA - RINGS

Take sweet roll dough and separate into three equal portions.

Roll out portion into oval shape

Brush with melted butter

Coat with sugar mixture (I use a mixture of sugar, brown sugar, and cinnamon)

Roll dough into log

Place log seam side down on cookie sheet (the disposable pizza trays work well if giving as gifts). Move log to form a circle.

Take kitchen shears (or any set of big scissors) and clip about 3/4 of the way through the ring. Continue to do this at 3/4 to 1 inch intervals, until entire roll is cut. Take and twist cut

portions at an angle, working the entire circle so that the cinnamon rolls can be seen, and looks pretty.

Cover with dishtowel and allow to rise for about 20-30 minutes. Bake at 375 for 15-20 minutes or until golden brown. Cool and then frost.

### Frosting:

1 package (1 pound) Powdered sugar

1/3 cup shortening

1 teaspoon vanilla

Beat and add milk until creamy and smooth.



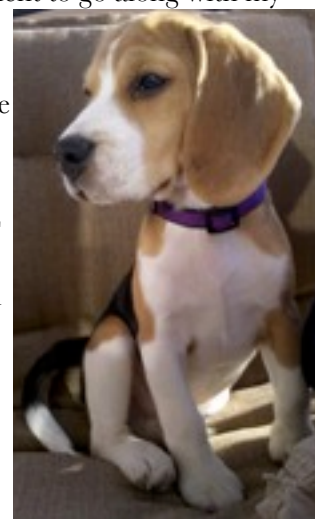
## Latest Editor News

I'm always doing something. Last week we were gifted a Beagle puppy from the same breeder we adopted Kismet — a 10-year old Harrier

(looks like a Beagle but the size of a Lab). Henry is enjoying ripping and chewing everything. One quickly forgets what it's like to have a baby in house. Can't wait until he starts his howl.

I also took a motorcycle class over this past weekend and attained my Class M endorsement to go along with my Class B, commercial driver's license. That means I have a BM (or “crappy”) license. Hope you enjoy the pix.

If you have any HOT LEGAL TIPS or fun/educational pictures or stories, please email them my way to [lynda@brync.com](mailto:lynda@brync.com).





## Biography of Anna Buchner

I started in the legal field in 1994 for a sole practitioner part-time. I had an over abundance of secretarial skills but nothing in the legal field. This kind man took pity on me and thus began my career in the legal field.

I am third generation Nevadan. I was born at St. Mary's hospital in Reno and grew up in Sparks. I am married to Ken, who is a retired Washoe County Sheriff's Deputy and has Collision Reconstruction Associates. We have two grown kids, two grandsons and five grand dogs. Oh, Ken and I have two very well (spoiled) taken care of dogs.

I am the paralegal/office administrator for Center for Justice and Constitutional Litigation center. Many of you are saying wait don't you work for Farmers Insurance. No. Farmers decided after eight years to eliminate my position. I was very, very fortunate to find this position. I found this position because of networking with SNAP. I sent an email to a friend who in turn sent it to the center — voila, I have a job again. True benefits of being a SNAP member.

As a SNAP member since 1998, I have held various executive committee positions. First as Student Liaison. (Thanks to Susan Sunday, ACP) I enjoyed this position because as many of you know, I will talk to anyone who will listen. I was the Public Relations chair and was instrumental in having our very own Candice Jones, ACP, appear on Lawyers, Guns and Money to talk about the Clifone case and the use of paralegals. I was encouraged to become first vice-president. (Thank you Debra Newman, CP) I then became president. I held the office of presidency for a total of 3 years. I am currently the NALA Liaison.

I have been honored to be a member and an officer of SNAP. I have met many, many wonderful people through this organization. I would encourage each and every one of you to sit at meetings next to a new face. Get to know people. Like me, you may never know when you will need help finding a job, asking for assistance in a field you don't have knowledge in or just need encouragement.

Anna Buchner

### 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](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/>



**BUDGET BEYOND MEDICARE**  
FIDELITY SAYS A 65-YEAR-OLD COUPLE WILL SPEND \$240,000 ON HEALTH CARE IN RETIREMENT.

45% Co-pays, co-insurance, and deductible

32% Medicare supplemental insurance

23% Prescription drugs

**Health**

**Untangling Medicare Mistakes**

HOW TO AVOID FOUR OF THE MOST COMMON ENROLLMENT ERRORS.  
*by Amanda Gengler*

**WHEN HOUSTON ATTORNEY** Barbara Quackenbush retired at age 67, she decided to stay on her company health plan through COBRA rather than sign up for Medicare. But as her COBRA coverage neared expiration, she learned that

Retiring in 2012  
source: Fidelity Investments

Photograph by MASSIMO GAMMACURTA

CNNMONEY.COM | 59

Submitted by Melissa M. Paschal, CP and cite as:

Reprinted from Money Magazine's November 2012 issue with permission from Nathaniel Harris, Viewer Services Specialist. (Article page 59-61)



## Health

## MEDICARE | FIVE THINGS

this choice will saddle her with a Medicare penalty requiring her to pay 20% higher premiums. Even scarier, she'll be left without coverage for 10 months. When Quackenbush found out, she says, "I was so upset I nearly dropped the phone."

Reaching the big six-five is your ticket to guaranteed, affordable insurance via the Medicare system—provided you comply with a byzantine set of rules. Getting the sign-up process right can be tricky for anyone, but it's become a major headache for the growing number of folks working past 65, say advocates, particularly now that Medicare enrollment no longer comes at the same time people start collecting full Social Security. "There are pitfalls you must watch out for," says David Lipschutz, a policy attorney at the Center for Medicare Advocacy. Here are four big ones to avoid.

## MISTAKE NO. 1

❑ **Not enrolling because you're employed.** If you're still working, and have coverage from your job, you don't have to sign up at 65. Many workers, though, benefit from enrolling, especially when you consider that you can take parts A and B at different times.

Who should sign up? Part A, which covers hospitals, is a no-brainer for most people. It's usually free and may pick up costs your job does not. If you work for a small company, your firm may require that you take Part B, which covers doctor visits, so that Medicare can start paying most of your expenses. Anyone with a high-deductible plan can also benefit from Part B, since it often picks up costs before you've met the deductible. A caveat: If you have a health savings account, you

must stop making deposits.

Who should hold off on Part B? Workers at large companies. The plan costs at least \$100 a month and often provides little benefit beyond what their job covers.

## MISTAKE NO. 2

❑ **Failing to sign up when you or your spouse retires.** You must enroll in Part B eight months from

your last month of work, even if you have retiree benefits or COBRA. Miss that date and your coverage won't kick in for three to 15 months. You'll also face a 10% premium penalty for every 12 months you delay (see the graphic). For Quackenbush, going on COBRA for 18 months without enrolling in Part B triggered a penalty and waiting period.

If you're 65 or older and get benefits from your spouse's job, remember that the same rules apply when she retires, says Frederic Riccardi of the Medicare Rights Center: You must sign up within eight months of her final month.

## MISTAKE NO. 3

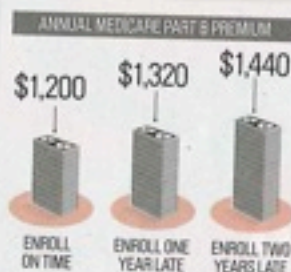
❑ **Accidentally voiding retiree coverage.** Signing up for an Advantage plan, which offers coverage as an alternative to parts A and B, could prompt your former employer to kick you off its insurance. Going with a private Part D plan, which covers drugs, may have the same effect. The reason, says John Grosso, a consultant at Aon Hewitt, is that most retiree coverage is designed to work with traditional Medicare and isn't compatible with private plans.

## MISTAKE NO. 4

❑ **Not considering Medigap early on.** The first six months after you enroll in Part B is usually the cheapest time to buy a Medigap plan, which covers deductibles and other costs not picked up by Medicare. People still covered by their job may not need Medigap right away, but if you buy after this six-month period, your monthly premium could jump by \$50 or more, especially if you have a health problem. Worse, you could end up being denied. ■

## The Cost of Botching It

If you miss the window to sign up for Part B, your premium may rise.



You also face a gap in coverage. Say you must enroll by December 2012 but blow the deadline:



NOTE: Average 2012 individual premium for someone earning less than \$170,000 as a couple. SOURCE: Center for Medicare and Medicaid Services



**1 COMPARING HEALTH PLANS JUST GOT EASIER**

This year's info packet will include simple, consistent summaries of coverage and costs, as required under the 2010 health reform law. They will allow you to do an apples-to-apples evaluation of any plan your company offers, as well as a spouse's plan or an individual policy, to see which one is best for your family, says Michael Thompson, a principal at PwC. You'll also see examples of typical costs for two common scenarios: having a baby and managing Type 2 diabetes.

**2 EXPECT MORE OPTIONS FOR FAMILY COVERAGE**

Besides the basic choice between individual or full family coverage, many employers will be offering gradations in between, such as "employee plus spouse" and "employee plus children," says Tracy Watts of Mercer. You'll pay more to cover dependents—companies might pick up 32% of an individual premium but only 25% if you add family members—so make sure your spouse and kids don't have cheaper options before you put them on your plan.



## Things to Know About Open Enrollment

by Michelle Andrews

**3 NETWORKS ARE SHRINKING. YOUR COSTS COULD TOO.**

Expect to see smaller provider networks, sometimes designated "preferred" based on cost and quality measures. If your doctors participate, it may be a good deal, cutting co-pays by \$5 to \$15 or your co-insurance share from, perhaps, 20% to 10% of the total bill, Thompson says. But go out of network and you may be charged up to a third more than the network rate.

**4 FSA ALLOWANCES ARE GETTING SMALLER...**

The maximum you can set aside in a flexible spending account to cover health care costs with pretax dollars shrinks to \$2,500 for 2013, down from the common limit of \$5,000 now. The change won't affect the typical FSA account holder, who deposits \$1,700 a year, says Watts. But if you were counting on a bigger FSA to help with hefty bills you're likely to incur—maybe you want Lasik surgery or the kids need braces—time to re-think that plan.

**5 ...BUT COVERAGE FOR WOMEN IS BETTER**

The health law spelled out several preventive health benefits for women that most plans must provide free next year. Among them: contraceptive services, annual well-woman visits, and screening for gestational diabetes as well as HIV. When you schedule an appointment, make it clear that the services are for preventive, not diagnostic, care, says Julie Stone of Towers Watson, to ensure that benefits are paid at 100%. ■

# Meet the SNAP Board

Amy Hodgson, ACP  
1st VP/Education



Erin Tieslau, CP  
Treasurer



Kate Cline, ACP  
2nd Vice President/  
Membership/Job Bank



Anna Buchner  
NALA Liaison



Susan Sunday, ACP  
President



Crystal Huss  
Secretary



Rachael Chavez  
Student Liaison



Christine Lamia  
Activities/Social  
Chair



Susan Davis, CP, PLS  
Parliamentarian



Lynda Traves  
Newsletter &  
Web Site Editor



# Speaker Biography

**SPEAKER: David Gordon**

**TOPIC: Judicial Education**



David Gordon

David Gordon is the Academic Coordinator for the Judicial Education Unit at the Nevada Supreme Court, a position he has held since 2007. Prior to joining the Judicial Education Unit, he was the Supreme Court's Certified Court Interpreter Program Coordinator. Mr. Gordon is a former Naval Officer and military linguist.



## **SNAP General Meeting Luncheon Tuesday, November 20 at Noon**

**SPEAKER:** David Gordon

**TOPIC:** Judicial Education

**PLACE:** ZoZo's  
3446 Lakeside Drive  
Reno NV

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

**Name:** \_\_\_\_\_

**Office:** \_\_\_\_\_

**Phone/Email:** \_\_\_\_\_

**Member**

**Student**

**Guest**

### **Menu - Italian Family Style** **(Mushroom Ravioli and Rock Shrimp)**

**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, November 16, 2012**

**RSVP via**  
**Email to Christine Lamia [christinelamia@kernltd.com](mailto:christinelamia@kernltd.com)**  
**Or Evite**