

SNAP SHOT



Presidential Ramblings

Spring is a wonderful time of the year. The sun is out, the birds are chirping, the days are getting longer, and the events are lining up.

SNAP's seminar was held on May 10, 2013, and the speakers provided us with a lot of interesting information. Since our seminar was held in May, we will not be having a May general meeting. However, please join us on June 18, 2013, when John B. Routsis, Esq., of Routsis Hardy-Cooper will be our speaker and discuss the new DUI laws. Following his presentation, we will hold our elections and vote in the officers for the 2013-2014 fiscal year. We hope to see you there as our June meeting will be the last meeting for the fiscal year. There will be no general meeting in July, and we will reconvene in August.

Now that spring is here, take some time to get out and enjoy the many things the area has to offer. The following is a sample list of scheduled events for May and June:

- 1) King of the West 401 Sprint Car Race, May 17-18;
- 2) Spring Wings Bird Festival, May 17-19;
- 3) Redneck Rodeo Truck Show, May 24;
- 4) Nugget Country Crossroads, May 24-26;
- 5) Reno Beer Crawl, May 25;
- 6) Spring Fever Revival, May 31-June 1;
- 7) Reno-Tahoe Odyssey Relay Run Adventure, May 31-June 1;
- 8) Octane Fest June 6-9;
- 9) Street Vibrations Spring Rally, June 7-9;
- 10) Reno Rodeo, June 20-29.

For more information, go to www.visitrenotahoe.com.

I'm looking forward to getting out and enjoying my weekends, and I'm sure you are also.

Respectfully submitted,
Susan Sunday, ACP
President

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GENERAL MEETING **SNAP Calendar 2013**

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

ZoZo's Restaurant @ 3446 Lakeside Drive

NO MAY LUNCH:

June 18, 2013: Elections

Speaker: John B. Routsis, Esq.

Topic: DUI Laws

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/>

Tidbits of the Month

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.

Hot Story from Anna Buchner:

Matter of Marriage of Patchett, 964 P.2d 1114(Or. App. 1998)

Evidence did not support contempt judgment against former wife based on finding that she acted willfully to prevent former husband from reclaiming family pet wallaby, in violation of marital dissolution judgment; parties were aware that wallaby occasionally escaped from cage but usually returned, husband stated he made several attempts to get wallaby from house, but he failed to explain why his efforts were unsuccessful, and although wife had moved from house where pet was housed, she checked on wallaby every day.

Hot Blog from Amanda Skiba:

WordRake is a blog I subscribe to and I love it because it's all about writing simply, they also have a software that you can purchase. I just follow the blog for occasional tips and samples of how to take out all the filler words and get to the point! <http://www.wordrake.com/>

The educational sessions were announced by NALA.

This is the link

<http://www.nala.org/2013-convedprograms.aspx>



NALS ...the association for legal professionals

ANNUAL LEGAL SURVIVOR COURSE

FRIDAY, JUNE 7, 2013

9:00 a.m. to 4:30 p.m.

This one-day seminar is designed as a "survivor course" on various legal topics that present the legal professional with practical applications in solving today's challenges.

IMPORTANT NOTICE

This year in an effort to go green and keep the same low registration fee, the seminar materials will be emailed to you prior to the seminar. You can print and bring them with you or view them on your own electronic device during the seminar. You will not be provided with a binder containing the seminar materials as we have done in the past.

8:30-8:55 a.m.	Registration, Welcome, and Introductions
9:00-10:30 a.m.	Steve Asher, NV Department of Public Safety "Active Shooter—How to Respond"
10:30 a.m.-12:00	Steven Tackes, Esq., Administrative/Telecommunications Law
12:00-1:00 p.m.	Lunch (included in registration)
1:00-2:00 p.m.	Mary Baldecchi, PP, PLS, CLA—Grammar
2:15-3:15 p.m.	Harriet E. Cummings, Esq., Chief Assistant Clerk Supreme Court Survival "Navigating the Hazards of Appellate Procedure"
3:15-4:30 p.m.	Susan Davis, PP, PLS, CLA & Victoria Francis, PP, PLS Legal Ethics: Situations from the movie "Erin Brockovich"

LOCATION: Gold Dust West Casino Hotel, 2171 Highway 50 East, Carson City

REGISTRATION FEES: \$96 if postmarked by May 10, 2013
\$116 after May 10, 2013
NALs members: deduct \$10
No refunds after May 24, 2013
Price includes lunch and 6.25 hours of CLE.

QUESTIONS: Email Sharon Coates at joe.coates@sbclglobal.net

REGISTRATION FORM

Name: _____
Phone: _____
Email: _____

Please provide so we can email you the seminar materials.

TERMS: Please make checks payable to NALS OF NEVADA.
Check should accompany your registration. Sorry, no credit cards.
MAIL TO: NALS OF NEVADA, P. O. Box 2994, Minden, NV 89423



Sierra Nevada Association of Paralegals 2012-2013 Annual Report

President's Annual Report

In accordance with the Bylaws of Sierra Nevada Association of Paralegals (SNAP), the following will serve as the President's Annual Report for the Fiscal Year of 2012-2013. As President, my main duty is to preside over all Executive Committee meetings and general or special membership meetings. During our first Executive Committee meeting, I appointed Susan Davis, CLA, as Parliamentarian. The Executive Committee met once a month to discuss and vote on SNAP business.

Our organization maintained its total membership from the last fiscal year to this fiscal year. We currently have 74 members.

SNAP revised its Bylaws and the general membership voted and approved them, and NALA accepted them.

For the fiscal year 2012-2013, SNAP will hold 10 educational general meetings and a seminar, for a total of 16 hours of continuing education credits. On May 10, 2013, our organization will hold its annual seminar. The topics include Technology, Evidence, Going Paperless, e-Discovery, and Ethics. The speakers include Michael V. Kattelman, Esq.; Shawn Meador, Esq., and/or John Keuscher, Esq.; Mark Ivey, Esq.; Caren Cafferata-Jenkins, Esq.; and our own NALA Liaison, Anna Buchner.

This year SNAP donated \$100 to At Ease. In addition, during SNAP's after the holidays party, SNAP members donated \$60 and 83 pounds of non-perishable food items to the Food Bank of Northern Nevada.

This year I served on the Audit Committee and determined SNAP's books were in order. In addition, I have been working with two other paralegals to assist and review for NALA two proposed Advanced Paralegal Certification (APC) courses in Family Law – Dissolution Case Management and Disposition of Property.

I thank you for having allowed me to serve as your SNAP President for the past two years.

Respectfully submitted,
Susan Sunday, ACP
President

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/>

US Bankruptcy Court

http://www.nvb.uscourts.gov/downloads/bugle-newsletters/2013/2013_03.pdf

First Vice President Report

SNAP's Bylaws, Section 11.16, state 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 current First Vice President:

During this fiscal year we have had the following speakers at our lunch meetings:

August

Kim Surratt - Surrogacy FBI case

September

Susan Brackney - How to read a tax return

October

Bob Eisenberg - Supreme Court rules

November

David Gordon - Judicial Education

December

Casey Campbell/Richard Schatz/
Linda Petersen - Collaborative Law

January

Joe Becker - constitutional infringements

February

Dustin Grate - social media

March

Carla Higgingbotham - human trafficking

April

Gloria Petroni - bankruptcy

May

NO LUNCH MEETING - Technology, Evidence and Ethics seminar (approved for 6.0 credits, including 1.5 ethics)

June

ELECTIONS

July

DARK

Respectfully submitted,
Amy S. Hodgson,
Second Vice President

Second Vice President Report

I served as the Second Vice President of SNAP for the 2012-2013 fiscal year, and I have enjoyed the experience. My main responsibility as Second Vice President is to serve as chairperson of the Membership Committee. As such, I receive, review and accept or reject all applications submitted for membership within the guidelines of SNAP's Bylaws. Additionally as part of that responsibility, I submit the dues payments to the Treasurer, add new members to the SNAP roster, send a welcome letter to the new/renewing members with a completed membership card, maintain a current roster of membership, and provide the updated membership information to the Newsletter Editor and Website Manager. During my term, I have responded to all inquiries for membership and provided a report at each Executive Committee and monthly meetings attended.

SNAP's fiscal year runs from July 1 through June 30, and SNAP provides for a \$5 discount on membership for the first two plus months for new and/or renewing members. As of the August 2012 Executive Committee meeting (the first full month of membership application submissions), we had a total of 28 members, of which 22 were active members, five were student members, and one was an associate member. Membership grew considerably over the next couple of months, and by the end of August, we had a total 40 members. Membership has steadily climbed during this fiscal year, and as of April 30, 2013, we have a total of 74 members, of which 49 are active members, 24 are student

members, and one is an association member.

Other activities in which I am pleased to have participated during this fiscal year include: serving on the Bylaws and Standing Rules Committee, achieving my Advanced Paralegal Certification in Contracts Administration/Contracts Management in August 2012, and making a presentation entitled "Basic Parliamentary Procedures" for the Valley in the Sierras Chapter of the International Association of Administrative Professionals in September 2012.

Respectfully,

Kate Cline ACP

Second Vice President

Treasurer Report

In June 2012 I was re-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 which are included in the SNAP newsletter for the members to see.

This year I worked with Sandy Melendez at McDonald Carano Wilson, LLP to have the 2012-2013 Annual List and Nevada State Business License Exemption filed with the Nevada Secretary of State on September 7, 2012. On September 6, 2012 I filed the e-Postcard Form 990-N with the IRS in order to keep

SNAP's non-profit status. We are still receiving automatic payments from Minerva Office Management for meetings and other activities attended by Kate Cline. This system continues to work at no expense to SNAP.

Respectfully submitted,
Erin Tieslau, CP

Parliamentarian Report

SNAP's Bylaws, Section 11.16, state 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 current Parliamentarian:

My duties on SNAP's Executive Committee include advising the president of parliamentary 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.

As chairperson of the Nominations and Elections committee, I enlisted the help of First Vice President Amy Hodgson. Together we contacted all eligible (voting) members of SNAP and inquired as to their interest in holding an Executive Committee position on SNAP's board for 2013/2014. The committee was successful in putting a full slate of officers together, along with proxy ballots, which will be made part of the May 2013 SNAPShot. SNAP's elections will be held on Tuesday, June 18, 2013.

A committee was formed in January 2012 to review possible amendments to SNAP's current bylaws. As Parliamentarian, I was the chairperson of the committee. Other committee members included Second Vice President Kate Cline and NALA Liaison Anna Buchner. The committee was successful in bringing proposed Bylaw amendments to the Executive Committee for review and comment, as well as the general membership. I am happy to report the proposed Second Amended and Restated Bylaws were passed on December 18, 2012.

Respectfully submitted,
Susan G. Davis, PLS, CLA

ELECTION OF OFFICERS

Sierra Nevada Association of Paralegals (SNAP) will be holding the annual election of its officers at the Annual Meeting, **June 18, 2013** 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 18, 2013 General Meeting, but wish to exercise your right to vote, please complete Proxy and Proxy Ballot as instructed by **June 11, 2013**.

If you are planning on attending the **June 18, 2013** Annual Meeting, please bring the regular Ballot with you to the meeting. That regular ballot is attached herewith as well.

Respectfully:
Susan Sunday
SNAP President 2011-2013

2013/2014 BALLOT **SNAP**

President

Amy Hodgson, ACP

First Vice President

Susan Kuznar, CLAS

Second Vice President

Kate Cline, CP
Vandy Fielder

Treasurer

Crystal Huss
Lynn Strahm

Secretary

Christine Lamia

NALA Liaison

Erin Tieslau, CP

APPOINTED POSITIONS:

The Parliamentarian to be voted by the newly elected board.

Regular 2013 2014 SNAP Elections

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

SNAP General Meeting Luncheon Tuesday, June 18 at Noon

SPEAKER: John Routsis, Esq.

TOPIC: DUI Laws

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

**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, June 14, 2013**

**RSVP via
Email to Christine Lamia christinelamia@kernltd.com
Or meeting@snapreno.com OR Evite**

**If you make a reservation, you are responsible for the
payment, even if you do not show.**