



**INSIDE:**  
Region 2 in DC & NALS in Norfolk  
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State/Chapter Officer Rosters Needed  
New NALS Environmental Scan  
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This Diamond Ring  
Birth of a Region

## ***Region 2 News***

**Karen A. Jackson, PLS – Region 2 Director**  
Delaware, District of Columbia, Maryland,  
New Jersey, Pennsylvania, Virginia

2008-09: Issue 2

June-July 2008

### **2008 REGION 2 CONFERENCE IS JUST AROUND THE CORNER!**



**WHEN:** July 18-20, 2008  
**WHERE:** DoubleTree Crystal City Hotel, Arlington, VA (703-416-4100)  
**COSTS:** Rooms \$129 s/d w/tax. Full Scrip Registration \$110/member; \$125/non.  
Sat. only \$85/member; \$100 non. Sun. only \$35/member; \$45 non.  
**DEADLINE:** June 25 for both hotel reservations and conference registration. **HOTEL ROOMS ARE GOING FAST – MAKE YOUR RESERVATIONS SOON!!!**

**ARE YOU EXCITED???**  
**RESERVATION AND REGISTRATION DEADLINE IS JUNE 25**  
**REGISTRATION FORM AND SCHEDULE INCLUDED INSIDE**



### **DC MONUMENTS TOUR AVAILABLE AT THIS YEAR'S REGION 2 CONFERENCE!**

A tour of the monuments (Vietnam War, Korean Conflict, WWII, FDR, Jefferson and Lincoln Memorials) is scheduled for Friday, July 18. This is an optional activity and is \$35 per person. The tour bus(es) will pick the group up at the hotel at 12:00 noon and we will return to the hotel at 5:00 pm, approximately. **Please eat lunch before you meet the bus, because there is no food or drink allowed on the bus.**

**ISO REGION 2 GIFT AUCTION ITEMS:** Region 2 Conference Gift Auction items need to be delivered for receipt no later than July 1, 2008. Small items such as gift cards/certificates, jewelry or cash are strongly suggested to ease shipping. Forward donations to Susan Mack-Mooney, NJALS President, 116 Howell Avenue, Fords, NJ 08863. Email is [susanm@edprop.com](mailto:susanm@edprop.com).



## SET SAIL FOR NORFOLK!



A reminder of NALS' 57<sup>th</sup> Annual Educational Conference and National Forum at Norfolk's Waterside Marriott Hotel, **September 9-14, 2008**. Please make plans to be there.

Marriott Norfolk Waterside  
235 East Main Street  
Norfolk, Virginia 23510  
phone: (757) 627-4200 fax: (757) 628-6452

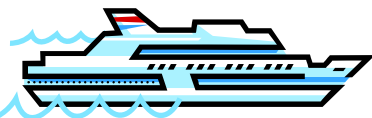
\$119 Single & Double Rate

For reservations call 1-800-874-0264

Available dates for the NALS rate are September 5-19, 2008, based on availability. **Make your reservations now to ensure availability before the block is full!**

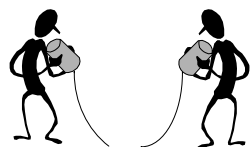
**The CUT OFF DATE for the NALS Rate is August 10, 2008 or until the block is full.**

Regular registration (before July 15, 2008) is \$279 (flat rate for Life Members by 7/15 is \$249). Late (after 7/15) is \$305. Please check [www.NALS.org](http://www.NALS.org) for further and more detailed information.



### **SPIRIT OF NORFOLK DINNER CRUISE AVAILABLE:**

There's still time to join NALS aboard the Spirit of Norfolk dinner boat during the conference! The cruise around the Norfolk harbor- which includes a buffet dinner and a DJ - will be on Thursday, September 11 from 7-10 p.m. Cost is \$69.03 (the NALS discount expired May 31) and you can reserve a spot by calling Melanie Nissenson at 757-217-0627.



**NEW NALS ENVIRONMENTAL SCAN:** Visit [www.nals.org/scan/index.html](http://www.nals.org/scan/index.html) for the latest environmental scan. Please share with your friends and colleagues in the legal field. It only takes 10 minutes to respond to the questions. NALS appreciates your opinions on current trends in the legal field.

## Will This Diamond Ring Shine for You? . . . .



Wouldn't you like this white gold and diamond ring on your finger? Once again, the NALS Foundation will sell sweepstakes tickets at our Region 2 meeting in July – 25 tickets for TWENTY BUCKS! Presale tickets are available for \$5 a ticket if you can't make it to DC or just want to get an early chance. Contact NALS Foundation Trustee Mary Lenhart, PP, PLS at [mlehart@pwhd.com](mailto:mlehart@pwhd.com) for tickets and/or information.



## NEW REGION 2 MEMBERS (April 2008):

<b>NJ:</b> Marian Burris (Union-Essex LPA) Julie Evans (Union-Essex LPA) Betty Kleiman (Somerset LSA) Rula Tamimi (Middlesex LPA)	<b>PA:</b> Kellie McFarlane (Philadelphia LSA) Maggie Weiser (NALS of Pennsylvania)
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**Duty Assignments for the July Region 2 Meeting** –July's only a month away, so once again, here's Region 2's "honey-do" list for our conference:

Registration and receipt of payment:	Cindy Hughes (VA)
Registration: table workers Fri & Sat am	DC & VA
Registration name tags:	Nancy Durette (VA)
Speakers	DC & Cindy H
Silent Auction & 50/50 raffle	NJ
Program	Hilda Thompson & Jacquie Hannigan (PA)
Exhibitors/Vendors	Debra Rushton, D. Yench, C. Hughes (VA) & Jacquie H.



**DEADLINE TO APPLY FOR SEPTEMBER ALS/DLS/DD EXAMS IS AUGUST 1!** See [www.nals.org/certification](http://www.nals.org/certification) for an application and/or further information. Exams will be offered nationwide September 27.



## NALS ONLINE LEARNING CENTER SCHEDULE

DATE	TOPIC	INSTRUCTOR
June 4, 2008	Time Management	Patti Infanti, PP, PLS
June 18, 2008	Resource Center	NALS Foundation
<b>NO SESSIONS IN JULY</b>		
Aug. 6, 2008	A New Edition???	Text Development
Aug. 20, 2008	How NALS Is Beneficial for Students	Membership
Sept. 17, 2008	Test Taking Tips	Certification
Oct. 1, 2008	I'm Leaving on a Jett	Marketing
Oct. 15, 2008	Document Management	Karen Becker, PP, PLS
Nov. 5, 2008	Industry Update	Regulation/Certification
Nov. 19, 2008	Recruit New Members	Membership
Dec. 3, 2008	Study Tips	Certification
Dec. 17, 2008	TBA	Peggy Sullivan, PP, PLS
Jan. 7, 2009	New Year, New You, New Tulsa	Marketing
Jan. 21, 2009	Retain and Recognize Your Members	Membership
Feb. 4, 2009	Hot Topics	Text Development
Feb. 18, 2009	A New Role for the Lawyer's Assistant: Law Firm Cost Saving Tips & Going Green	JoAnn Wenmoth, PLS
March 4, 2009	Managing & Supervising Others	Dee Beardsley, PP, PLS

**ALL SESSIONS BEGIN AT 8 P.M. CENTRAL TIME (9 P.M. EASTERN)**



**CALL FOR NOMINATIONS TO BOARD OF DIRECTORS . . .** NALS seeks nominations for the NALS 2009-10 Board of Directors for the following offices: President-Elect; Secretary/Treasurer; Certification Director; Education Director; Marketing Director; Membership Director; and All Regional Directors. Nominations must be postmarked or received at the Resource Center by **August 1, 2008**, with ballots mailed to all members in September. Go to [www.nals.org/board/nominations](http://www.nals.org/board/nominations) to nominate your peers and/or review office duties and qualifications.



### *NEW IRS REQUIREMENT FOR CHAPTERS . . .*

The Internal Revenue Service now requires small tax-exempt organizations with gross receipts at \$25,000 or less to file Form 990-N (also known as the E-Postcard). This includes most of NALS' chapters. The first E-Postcard is due annually by the 15<sup>th</sup> day of the 5<sup>th</sup> month after the close of an organization's fiscal year. The form must be completed online at <http://epostcard.form990.org>; there is no paper form. If you have any questions, contact NALS Executive Director Tammy Hailey at [hailey@nals.org](mailto:hailey@nals.org).



## **NALS REGION 2 – 12<sup>th</sup> ANNUAL MEETING**

**July 18-20, 2008**

**DoubleTree Hotel Crystal City - National Airport**

**300 Army Navy Drive**

**Arlington, Virginia 22202**

**703.416.4100**

### **SCHEDULE**

#### **Friday, July 18, 2008**

12:00-5:00 p.m. Tour of Monuments

**(Separate cost; not included in scrip ticket)**

Dinner on your own

#### **Saturday, July 19, 2008**

8:00 -1:00 p.m.	Registration
8:00 -9:00 a.m.	Continental Breakfast
9:00-9:15 a.m.	Official Welcome and Introductions
9:15-10:15 a.m.	Avoiding Frauds & Scams – Mary Ellen Callahan, Esq. (1.0)
10:15-10:45 a.m.	Coffee Break/Exhibitors/Raffles/Networking
10:45-12:15 p.m.	The Essentials of Communicating with Tact and Finesse – Judy Belmont (1.5 hrs)
12:15-1:30 p.m.	Lunch - Dee Beardsley, PP, PLS, NALS President
2:00-3:00 p.m.	Subprime Mortgage Fallout -- Left Out in the Cold – Dave Souders (1.0)
3:00-3:30 p.m.	Afternoon Break – Exhibitors/Raffles/Networking
3:30-5:00 p.m.	Diversity – Hank Grezlak (1.5)

(5 hrs CLE)

#### **Sunday, July 20, 2008**

8:00-9:30 a.m.	Buffet Breakfast
9:30-10:00 a.m.	Raffle Drawings, Silent Auction & NALS Foundation
10:00-12:00 p.m.	Town Meeting



MAKE CHECKS PAYABLE TO: REGION 2 CONFERENCE

**DEADLINE FOR REGISTRATION: JUNE 25, 2008**

***No refunds after June 25, 2008***

**Note:** There will be a \$10.00 late registration fee assessed to all registrations received after June 25, 2008.

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**Friday Optional Activity: *(tentative schedule and sights)***

12:00-5:00 pm                      Tour of the Washington Monuments  
(transportation provided)

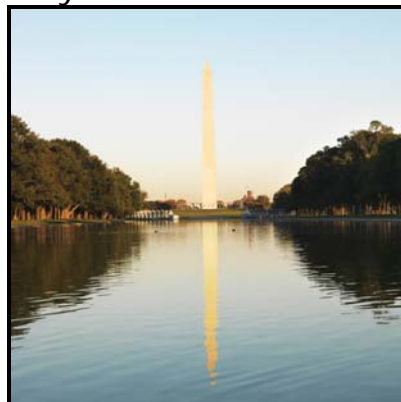
Cost per person:                      \$35 per person

We plan to tour the monuments on the Mall – Vietnam War Memorial, Korean Conflict Memorial, the new WWII Memorial, the Jefferson & Lincoln Monuments, Franklin Roosevelt’s monument, .....

This registration will be separate and apart from the registration scrip for the Region 2 meeting and CLE.

*You can include this cost in with your registration for the meeting (one check), payable to*

Region 2 Conference  
c/o Cindy Lane Hughes, PP, PLS  
c/o LeClairRyan  
Post Office Box 2499  
Richmond, Virginia 23218  
Cindy’s Cell: 804-840-0937





**NALS REGION 2 – 12<sup>th</sup> Annual MEETING**  
**July 18-20, 2008**  
**DoubleTree Hotel Crystal City - National Airport**  
**Arlington, Virginia 22202**  
**703.416.4100**

**REGISTRATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

STATE (if NALS Member): \_\_\_\_\_ Member #: \_\_\_\_\_

Please check desired Plan: Plan A \_\_\_\_\_  
Plan B \_\_\_\_\_  
Plan C \_\_\_\_\_

NALS members \$ \_\_\_\_\_ Non-members/ Guests  
\$ \_\_\_\_\_

**FRIDAY**

**Optional Activity:** \$35 per person Number attending: \_\_\_\_\_

Enclosed is a total check for \$ \_\_\_\_\_ for registration(s) for the 2008 Region 2 Meeting to be held on July 18-20, 2008. There is a late registration fee of \$10.00 for registration(s) not received by **June 25, 2008**. NO REFUNDS after June 25, 2008.

Please make check payable to "**REGION 2 CONFERENCE**" and mail to  
**Cindy Lane Hughes, PP, PLS**  
**[Region 2 Director 07-08]**  
**c/o LeClairRyan, Post Office Box 2499**  
**Richmond, VA 23218**

If you are a non-member of NALS, Inc., membership and other information will be available at the registration desk.

**\*\*NOTE: Registration must be received by JUNE 25, 2008\*\***

## From the DoubleTree/Hilton Website:

The **Doubletree Hotel Crystal City - National Airport**, just minutes away from Ronald Reagan National Airport, is located across the Potomac from Washington D.C. in Arlington, Virginia. Our full service hotel is within walking distance to:

- The Pentagon
- Crystal Drive Office Park
- Crystal Underground Shopping Center
- Fashion Centre Mall at Pentagon City

Unlike other **Crystal City, Virginia hotels**, our convenient location, surrounded by major government centers and top area attractions, makes it easy to explore and discover why the D.C. area is such a popular destination. Nearby attractions to our Doubletree Hotel Crystal City - National Airport include:

- The Capitol
- The Smithsonian
- The White House
- The Washington Monument
- Arlington National Cemetery

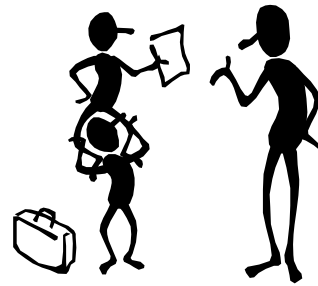
Our [luxurious Doubletree Hotel Crystal City - National Airport](#) features spacious, well-appointed rooms and suites with superior accommodations including high-speed Internet access. Impeccable guest service in a warm and inviting atmosphere make us the first choice in **Crystal City, Virginia hotels** amongst business or government travelers, as well as vacation and leisure guests.

Stay fit at our well equipped fitness center, or take a dip in our indoor, heated pool overlooking the beautiful Washington D.C. area. Relax in our comfortable lobby, or enjoy exquisitely prepared cocktails at our lobby bar. Satisfy all your cravings at our Café Restaurant - whether its breakfast, lunch or dinner, our casual bistro atmosphere is sure to have what you are looking for. On the go? Stop by our Café Express for a fresh healthy meal.

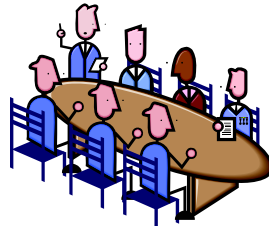
A destination that attracts locals as well as visitors, our Skydome Lounge is Washington D.C. area's only revolving rooftop lounge that features spectacular views of the Capital and the Potomac, happy hour buffets, dancing, and non-stop entertainment. Spend your Friday or Saturday evening at our Arlington, Virginia hotel's [Windows Over Washington](#) Restaurant which offers elegant presentations of modern American cuisine.

### Guest Accommodations

Experience a level of comfort unlike other Arlington, Virginia hotels. Each room features a large work desk, telephone with data port, coffeemaker and remote control television with premium movie channels. Guests can review their bill and check-out via their television screen. Bathroom is equipped with a hairdryer and every room contains a full-size ironing board and iron.



**WANTED: STATE/CHAPTER OFFICER ROSTERS . . .** If you haven't yet done so, please submit your state or chapter officer roster to me at [kajackson@venable.com](mailto:kajackson@venable.com) or online at [www.NALS.org](http://www.NALS.org), click on "Leaders," click on "Enter the Leadership Area," type in "eulamae" (lowercase) for the password, click on "Forms," scroll down to "Officer Roster Form for States and Chapters." You can also print the form for snail mail or fax submission if you don't have email capability.



**NALS REGION 2  
MINUTES OF THE MARCH 7, 2008 MEETING  
Submitted by Cindy Lane Hughes, PP, PLS**

**Call to Order and Welcome**

The meeting was called to order at 11:15 a.m. by Regional Director Karen A. Jackson, PLS, who welcomed all Region 2 members to the meeting. Director Jackson also recognized first timers to Tulsa: Barbara Walley from Philadelphia and Cheryl Blythers from Northern Virginia.

Director Jackson also recognized new certifications.

**2008 Region 2 Meeting**

Past Director Hughes handed out draft registration materials for the 2008 meeting, July 18-20, 2008, at the DoubleTree-Crystal City-National Airport, Arlington, Virginia. She also left fliers out at the registration table in case other NALS members were interested in visiting the Nation's Capital with Region 2. She stressed making your hotel reservations as soon as possible.

**Region 2 Registration Deadline:**

Region 2 Registrations are due to Cindy Lane Hughes, PP, PLS, by June 25, 2008. After that date, a \$10.00 late fee will be incurred.

## **CLE:**

Director Jackson stated that speakers are being scheduled for Saturday, July 19, in one or one and one-half hour sessions. More information will be forthcoming.

There will be an optional tour of the monuments on Friday, July 18 for \$35 per person. This registration information is included in the meeting and hotel registration materials.

## **State Assignments:**

Registration and receipt of payment:	Cindy Hughes (VA)
Registration: table workers Fri & Sat am	DC & VA
Registration name tags:	Nancy Durette (VA)
Speakers	DC & Cindy H
Silent Auction & 50/50 raffle Program	NJ Hilda Thompson & Jacquie Hannigan (PA)
Exhibitors/Vendors	Debra Rushton, D. Yench (VA) & Jacquie H.

**Foundation Raffle/Region 2 Raffle:** Information on the Foundation Raffle and Premium Price will follow in Director Jackson's first newsletter.

## **State Conventions:**

Director Hughes asked when each state's annual conventions were to be held:

NJ – April 25-27, 2008 in Iselin, NJ  
PA – May 2-4, 2008 in Reading, PA  
VA – April 25-27, 2008 in Charlottesville, VA

## **Upcoming Meetings**

NALS 57<sup>th</sup> Annual Education Conference and National Forum, Norfolk, Virginia, September 9-14, 2008.

Tulsa 2009: March 11-14, 2009

Region 2 will discuss 2009 meeting at the July meeting.

## **Recognitions**

Patti Infanti, PP, PLS, newly elected NALS Secretary-Treasurer

Rita Gilson, PP, PLS, Vice Chair, NALS Certifying Board

NALS Committee Members: Jacquie Hannigan, PP, PLS (Certifying Board), Robin Holbert, ALS & Lori Stewart, PP, PLS (Marketing), Linda Kelley, PLS (Education).

NALS Foundation Trustees: Mary Lenhart, PP, PLS and Cindy Lane Hughes, PP, PLS.

## Adjournment

The meeting was adjourned at 11:55 a.m.



## WHERE DID THE NALS REGIONS COME FROM?

(We've been doing this for so long, we wonder how it all began.)

In July 1995, NALS appointed the NALS Structure and Operations Task Force, which was representative of each group within the NALS governance structure at that time – 2 members of the Executive Committee, 2 national directors, 2 state presidents, 2 chapter presidents, and 2 NALS staff. The Task Force was charged to examine the role and relationships among NALS' governance structures and to recommend any needed changes. Its criteria was to design a governance system that would be open and responsive to NALS members, eliminating the distance – either real or perceived – between states, chapters and national. The group also focused on creating a fiscally responsible governance, not unduly expensive to operate at any level of the tri-level structure, and able to act in a time-sensitive manner to respond to the changing environment. After completing the charge and steps and deadlines for gathering information, the Task Force recommended that NALS move from a 55-member to a 16-member board, consisting of 4 officers, 4 functional directors, and 8 regional directors. This was not only to decrease costs and minimize duplication of responsibilities, but to create more opportunities for direct member input into decision-making. The first full board under the new structure was elected in July 1997. Today, the NALS Foundation Chair and the NALS Executive Director are also Board members.

Under the old structure, state associations assumed 70% of the cost of bringing directors to national board meetings. The proposed structure had NALS paying for directors to attend national meetings, while states would be responsible for funding Regional Directors' outreach, communication, etc. within their own region. One purpose of the Regional Director concept was to assist in communication between the NALS Board and its members. Another purpose was to bring NALS closer to members who could not attend a national conference. The idea was that conferences would be close to home at least every few years. Region 2 was the first NALS region under the new structure to have a regional conference – in Baltimore in 1997.

**NEXT ISSUE OF REGION 2 NEWS**  
**August – September 2008**