THE HISTORY OF THE NATIONAL FEDERATION OF PARALEGAL ASSOCIATIONS, INC. (NFPA)

In 1974, in response to a growing interest in the development of the paralegal profession, eight paralegal associations founded NFPA. Those eight charter member associations were:

Association of Paralegal Professionals,
n/k/a *Philadelphia Association of Paralegals*;

Atlanta Association of Legal Assistants,
n/k/a *Georgia Association of Paralegals*;

Chicago Association of Paralegal Assistants
n/k/a *Illinois Paralegal Association*;

D.C. Metropolitan Area Paralegal Association,
n/k/a *National Capital Area Paralegal Association*;

Los Angeles Paralegal Association;

Minnesota Association of Legal Assistants,
n/k/a *Minnesota Paralegal Association*;

Rocky Mountain Legal Assistants Association,
n/k/a *Rocky Mountain Paralegal Association*; and

San Francisco Association of Legal Assistants,
n/k/a the *San Francisco Paralegal Association*

NFPA is a professional, non-profit organization comprised of state, local, military and foreign paralegal associations, which represents paralegals around the world.

NFPA reflects a broad diversity of paralegals and offers a forum for practicing paralegals in all sectors of practice. These areas include private law firms, corporations, legal service agencies, financial institutions, courts, trade associations, federal, state and local government, insurance agencies and other traditional and non-traditional settings.

The information that follows contains a listing of the elected officers of NFPA, along with a listing of the appointed coordinators, for each fiscal year. Also included is a summary of the actions taken by the Board of Directors, and the location and resolutions passed at the mid-year and annual meetings, as well as other relevant information related to NFPA's successes.

FISCAL YEAR 1974-75

The first Chairperson of NFPA was Jennifer Moulton, who served until the conclusion of the 1975 Annual Meeting.

1975 Annual Meeting

The 1975 NFPA Annual Meeting, hosted by the Rocky Mountain Legal Assistants Association (n/k/a Rocky Mountain Paralegal Association), was held in Boulder, Colorado, on May 9-11, 1975. The opening discussion of this annual meeting included a "philosophical discussion of the goals and purposes of the Federation," where it was emphasized that the "'grass root' associations will determine the direction of paralegalism." At that time, the National Board consisted of two delegates from each voting member association, and the administrative officers consisted of one Executive Coordinator and one Coordinator-Elect, each of whom would hold office for a one-year term.

The following committees were created at the meeting: Communications, Education, Funding, Membership, Newsletter; Policy, Professional Development and Research. The attendees also discussed immediate long-range goals. There was also a lengthy discussion regarding the development of a Code of Ethics for Paralegals. It determined that a draft of a Code of Ethics would be produced for Federation circulation by the end of August 1975. Additionally, the attendees discussed work the Federation could undertake on the issue of certification. A proposal was made for a Task Force on Certification to be created immediately, with the duty to find out what action the ABA Special Committee on Legal Assistants would take on certification at the August 7-14, 1975 Annual Meeting of the ABA. APP, MALA and RMALA were designated members of the Task Force and were charged with gathering information on the topic.

The host cities for future annual conferences were designated as follows:

1976	Philadelphia
1977	San Francisco
1978	St. Paul
1979	Atlanta
1980	Los Angeles
1981	Washington D.C.
1982	Chicago
1983	Denver

Resolutions:

[**Resolution 75-01**][*] WHEREAS, the National Federation of Paralegal Associations (the "Federation") deems it both necessary and advisable that paralegals retain primary control in the creation of guidelines and standards for the development of the paralegal profession; and

[*] In the first few years, the resolutions adopted at the NFPA Annual Meetings were not numbered. Any unnumbered resolution has been denoted by brackets, e.g., [Resolution XX-XX] and the year and number of the resolution in the order those resolutions are listed in the respective annual meeting minutes. For the purposes of this historical information, the resolutions from early years will be included in full. Beginning in 1979, only brief summaries will be given, as those resolutions are located in the NFPA Policy Manual.

WHEREAS, the Federation recognizes the value of input and participation from other interested parties;

NOW, THEREFORE, BE IT RESOLVED, that with respect to investigatory and policy-making activities concerning regulation of the paralegal profession, including, without limitation establishing guidelines and standards for the accreditation of paralegal training programs, determining the advisability of the certification and/or licensure of individual paralegals, researching and drafting a model code of conduct and ethical guidelines for paralegals and drafting and introducing state and federal legislation respecting the profession, the Federation shall support the participation by members of the legal community, paralegal educators and the general public in any of the above activities in which the Federation shall engage.

Resolutions Respecting Federation Structure:

[**Resolution 75-02**] RESOLVED, that membership in the National Federation of Paralegal Associations (the "Federation") shall be composed of paralegal associations and that there shall be two classes of membership, voting and affiliate;

FURTHER RESOLVED, that the Federation shall be governed by a National Board, which shall be composed of two delegates from each voting member, and that each voting member shall be entitled to cast one vote on all matters to come before the National Board.

FURTHER RESOLVED, that administrative decisions of the Federation shall be determined by the affirmative vote of a majority of the voting members and that policy decisions of the Federation shall be determined by the affirmative vote of three-fourths (3/4) of the voting members; and that such votes shall be cast orally at a meeting of the National Board and by written ballot mailed to the Policy Coordinator if a meeting shall not be held;

FURTHER RESOLVED, that the administrative officers of the Federation shall be an Executive Coordinator and a Coordinator-Elect, who shall be elected by the National Board at each Annual Meeting thereof, and who shall hold office for a term of one year and until their successors shall be duly elected;

FURTHER RESOLVED, that there shall be eight standing committees of the Federation, which shall be appointed for a term of two years and shall be vested with responsibility for the following areas:

Communications
Education
Funding
Membership
Newsletter
Policy
Professional Development
Research

FURTHER RESOLVED, that all of the above resolutions shall be set forth with greater specificity in the Federation Constitution, which shall be drafted by the Policy Committee and presented to the National Board for approval and adoption.

RESOLVED, that the bank resolutions attached hereto with respect to establishing a bank account for the deposit and withdrawal of the Federation's funds be and hereby are approved and adopted.

FISCAL YEAR 1975-76

The following officers and directors were installed at the conclusion of the 1975 Annual Meeting for the 1975-76 fiscal year:

Executive Coordinator	Sue Lin Chong
Coordinator-Elect	Linnea Mitchell

1976 Annual Meeting

The 1976 NFPA Annual Meeting, hosted by Association of Paralegal Professionals, (n/k/a Philadelphia Association of Paralegals) was held in Philadelphia, Pennsylvania, on June 10-13, 1976.

The following members eligible to vote were present and represented:

Association of Paralegal Professionals
Atlanta Association of Legal Assistants
Chicago Association of Paralegal Assistants
Los Angeles Paralegal Association
Minnesota Association of Legal Assistants
National Capital Area Paralegal Association
Rocky Mountain Legal Assistants Association
San Francisco Association of Legal Assistants

The National Board structure was revised to consist of two Representatives from each voting and affiliate member association, one of whom was to be designated the primary representative. One Representative was to be elected Executive Director, who then would resign as a Representative to assume those duties. The office of Executive Coordinator-Elect was replaced by five Region Directors who were to have been Representatives and elected by the member associations within the newly delineated five regions. The Executive Director and the five Region Directors comprised the Administrative Committee of the National Board.

The first issue of the NFPA Newsletter was to be published in September 1976.

The New York City Paralegal Association (NYCPA) was unanimously approved as a voting member of the Federation.

The Affirmation of Responsibility was to be printed once it is ratified by the member associations and a logo submitted.

On Sunday, June 13, a formal luncheon was held, and also in attendance were representatives from the Delaware, New Jersey and Pennsylvania paralegal associations.

Resolutions:

[**Resolution 76-01**] RESOLVED, that the National Federation of Paralegal Associations supports the increase of the paralegal representation in the Alliance of Paralegal and Consumer Interests by including other credible national paralegal associations;

FURTHER RESOLVED, that the National Federation of Paralegal Associations issue an invitation to the National Association of Legal Assistants to become a member of the Paralegal section of the Alliance of Paralegal and Consumer Interests.

[**Resolution 76-02**] RESOLVED, that the National Federation of Paralegal Associations supports a research project to compile information on the certification process as well as to study the necessity and desirability of a certification program for legal assistants; and

FURTHER RESOLVED, that the National Federal of Paralegal Associations feels that such a research project can be effectively initiated and channel through the Alliance of Paralegal and Consumer Interests; and

FURTHER RESOLVED, that the National Federation of Paralegal Associations present a proposal to the Alliance of Paralegal and Consumer Interests that the Alliance of Paralegal and Consumer Interests conduct such a research project;

FURTHER RESOLVED, that the National Federation of Paralegal Associations representative to the Alliance of Paralegal and Consumer Interests strongly urge that this project be giver. priority consideration by the members of the Alliance of Paralegal and Consumer Interests.

[**Resolution 76-03**] RESOLVED, that the National Federation of Paralegal Associations supports the creation of a broadly-based, autonomous body to accredit paralegal training programs.

FISCAL YEAR 1976-77

The following officers and directors were installed at the conclusion of the 1976 Annual Meeting to serve for the 1976-77 fiscal year:

Executive Director Linnea Mitchell

1977 Annual Meeting

The 1977 NFPA Annual Meeting, hosted by the San Francisco Association of Legal Assistants (n/k/a the *San Francisco Paralegal Association*) was held in San Francisco, California, on May 26 -29, 1977.

The following members eligible to vote were present and represented:

Georgia Association of Legal Assistants
Illinois Paralegal Association
Kansas City Association of Legal Assistants
Los Angeles Paralegal Association
Minnesota Association of Legal Assistants
National Capital Area Paralegal Association
New York City Paralegal Association
Philadelphia Association of Paralegals
Rocky Mountain Legal Assistants Association
San Francisco Association of Legal Assistants
Washington Legal Assistants Association

Representatives of the following paralegal associations were guests at the Annual Meeting:

Dallas Association of Legal Assistants
East Bay Association of Legal Assistants
San Diego Association of Legal Assistants

The Executive Director reported that the strength of the Federation had grown in the past year and that she had received much correspondence from people in all types of organizations. Attendees at the ABA Meeting in Denver were very impressed with the Federation. The *National Paralegal Reporter* would be mailed by NYCPA. RMLAA presented the Federation brochure for review before printing, and RMLAA and the Executive Director will be working on the brochure to get it printed as soon as possible.

The Professional Development Committee was applauded for its work on the Affirmation of Responsibility. The Professional Development Committee would work with the Executive Director on preparing a press release to be sent to all state and local bar associations.

The Kansas City Association of Legal Assistants and the Washington Legal Assistants Association were welcomed as new members to the Federation.

Resolutions:

[**Resolution 77-01**] RESOLVED, that the National Federation of Paralegal Associations ("the Federation") and its member associations will not sponsor or participate in any national survey of paralegals other than the survey now under development by the Federation's Research Committee until the next annual meeting of the Federation.
[vote: 8 yes; 3 abstentions.]

[**Resolution 77-02**] RESOLVED, that the Executive Director of the National Federation of Paralegal Associations ("the Federation") is designated as the Federation's official delegate to the National Alliance of Paralegal and Consumer Interests. [vote: 10 yes, 1 abstention.]

[**Resolution 77-03**] RESOLVED, that upon the request of a Committee or voting member of the National Federation of Paralegal Associations ("the Federation") to take a vote of the Federation's members, the Executive Director shall administrate the following voting procedure:

(1) all votes shall be cast by written ballot, signed by the designated representative of the member association, and submitted to and verified by the Executive Director,

(2) if time is of the essence, a vote may be made by telephone, provided that a written ballot must be submitted in a timely manner confirming said vote,

(3) any vote cast shall be deemed final,

(4) written notification shall be made to all member associations of the outcome of any vote taken by written ballot within two weeks of the Executive Director's verification,

(5) this voting procedure shall not be required at the Federation's annual meeting, and

(6) all ballots cast shall be maintained by the Executive Director, made available for inspection at all times, and entered into the record of the next annual meeting.

[unanimous vote.]

[**Resolution 77-04**] RESOLVED, that each member association of the National Federation of Paralegal Associations ("the Federation") shall submit to the Membership Committee of the Federation each year at the annual meeting an affidavit stating that the control of the member association's governing body is vested in working paralegals. [unanimous vote.]

[**Resolution 77-05**] RESOLVED, that the National Federation of Paralegal Associations ("the Federation") encourages all number associations to designate as their representatives to the Federation persons who are working paralegals. [unanimous vote.]

[**Resolution 77-06**] WHEREAS, the National Federation of Paralegal Associations ("the Federation") recognizes that certification of paralegals and accreditation of paralegal training programs are of national concern; and

WHEREAS, there has been insufficient study as to the impact of certification and accreditation and the means by which certification or accreditation should be administered; it is

RESOLVED, that the Federation will only support certification or accreditation coordinated by a national, broadly-based, autonomous body in which paralegals have at least equal participation.

[unanimous vote, as amended by KCALA.]

FISCAL YEAR 1977-78

The following officers and directors were installed at the conclusion of the 1977 Annual Meeting for the 1977-78 fiscal year:

Executive Director	Jeanne Kowalski

1978 Annual Meeting

The 1978 NFPA Annual Meeting, hosted by Minnesota Association of Legal Assistants (n/k/a Minnesota Paralegal Association) was held in Minneapolis, Minnesota, on June 16-17, 1978.

The following members eligible to vote were present and represented:

Georgia Association of Legal Assistants
Illinois Paralegal Association
Kansas City Association of Legal Assistants
Los Angeles Paralegal Association
Minnesota Association of Legal Assistants
National Capital Area Paralegal Association
New York City Paralegal Association
Philadelphia Association of Paralegals
Rocky Mountain Legal Assistants Association
San Francisco Association of Legal Assistants
Washington Legal Assistants Association

Representatives of the following paralegal associations were guests at the Annual Meeting:

Cleveland Association of Paralegals
Dallas Association of Legal Assistants
East Bay Association of Legal Assistants
Massachusetts Paralegal Association

The state of NFPA's incorporation was discussed, and it was approved that NFPA would incorporate in the State of Delaware.

Summary of Board Meetings

On July 18, 1978, the First Meeting of the Board of Directors of the National Federation of Paralegal Associations was held in Minneapolis, Minnesota, and all initial Board of Directors were present: Nancy Siegel, Judith Current, Mary Guinan, Shannon Liddiard, Lesslee Etzwiler and Carol Ann Woods. Ms. Siegel chaired the meeting and Ms. Current acted as Secretary.

The first order of business was the incorporation of NFPA, and it was resolved that RMLAA was authorized and directed to incorporate NFPA in Delaware as a non-profit corporation.

The second order of business was the election of a president and secretary/treasurer.

The Philadelphia Association of Paralegals was authorized and directed to open a bank account for the sole purpose of handling the finances related to the publication of the *National Paralegal Reporter*.

After a discussion, it was resolved that the role of the Region Directors is to serve as a member of the Board of Directors; to monitor bar, court and legislative activities in their respective regions; to monitor the development of paralegal associations in their respective regions; and to coordinate region meetings.

Resolutions:

There were a great number of resolutions considered at the 1978 Annual Meeting, covering various topics, including: amending the Bylaws to create a sustaining membership category; vesting the voting control of the association's membership and governing body in "practicing paralegals"; including a statement in the Bylaws that the association's membership shall not exclude or discriminate based on race, color, religion, sex, national origin, age or physical handicaps; charging the board of directors with the authority to determine the budget for the Federation subject to the approval of the voting members; charging the board of directors with drafting operational procedures; establishing a special committee comprised of a representative from each region to develop general guidelines for the definition of paralegal; and, establishing the following committees and specific committee goals for the year:

Membership
Funding
Publications
Newsletter
Research
Professional Development
Education
Bylaws
Administration
Finance

FISCAL YEAR 1978-79

The following officers and directors were installed at the conclusion of the 1978 Annual Meeting for the 1978-1979 fiscal year:

President	Nancy Siegel
Secretary-Treasurer	Judith Current
Region I Director	Lesslee Etzwiler (LAPA)
Region II Director	Shannon Liddiard (MALA)
Region III Director	Carol Ann Woods (NCAPA)
Region IV Director	Mary Guinan (NYCPA)

Summary of Board Meetings

There are no minutes contained in NFPA's files regarding any board meetings held during the 1978-79 fiscal year.

1979 Annual Meeting

The 1979 NFPA Annual Meeting, hosted by Atlanta Association of Legal Assistants (n/k/a Georgia Association of Paralegals) was held in Atlanta, Georgia, on June 15-16, 1979.

The following members eligible to vote were present and represented:

Cleveland Association of Paralegals
Dallas Association of Legal Assistants
East Bay Association of Legal Assistants
Georgia Association of Legal Assistants
Illinois Paralegal Association
Kansas City Association of Legal Assistants
Los Angeles Paralegal Association
Massachusetts Paralegal Association
Minnesota Association of Legal Assistants
National Capital Area Paralegal Association
New York City Paralegal Association
Philadelphia Association of Paralegals
Rocky Mountain Legal Assistants Association
San Francisco Association of Legal Assistants
Washington Legal Assistants Association

The host cities for future annual conferences were designated as follows:

1980 – Los Angeles, California
1981 – Washington D.C.
1982 – Kansas City, Kansas
1983 – Seattle, Washington
1984 – New York, New York

Summary of Resolutions:

There were a great number of resolutions considered at the 1979 Annual Meeting, covering various topics, including: membership dues; election and term of office; designation of officers to president, vice president, secretary/treasurer; participation by NFPA with local association in presenting joint seminars; NFPA sponsoring a seminar on the use and certification of paralegals; member association reciprocity in the use of local job referral service by members; forming a committee to study the question of certification and investigate feasibility of developing guidelines for certification; forming a committee to formulate structure and guidelines for an advisory board for NFPA; and adoption of a definition of a paralegal/legal assistant, among others.

FISCAL YEAR 1979-80

The following officers and directors were installed at the conclusion of the 1979 Annual Meeting for the 1979-80 fiscal year:

President	Judith Current (RMALA)
Vice President	Sandy Sabanske (KCALA)
Secretary/Treasurer	Jean Guzzetta (DALA)
Region I Director	Lesslee Etzwiler (LAPA)
Region II Director	Elizabeth Wennes (MALA)
Region III Director	Nancy Knowles (NCAPA)
Region IV Director	Joanne Polsinelli (CAP)

Summary of Board Meetings

On June 12, 1980, the Board of Directors met in Los Angeles, California, and included in those minutes was a form of Candidate for Advisory Board Membership and a suggested outline for initial contact of potential members, along with a proposed Advisory Board Members, who included: William R. Robie, Esq., David E. Matz, Esq., Nancy Siegel, Joane Pozzo, Irma Therance, Professor William P. Statsky, Constance D. Capistrant, Jerry Walsh, Esq., Dr. Charles Chambers, and Carol Persons.

1980 Annual Meeting

The 1980 NFPA Annual Meeting, hosted by Los Angeles Paralegal Association, was held in Los Angeles, California, on June 13-14, 1980.

The following members eligible to vote were present and represented:

Cleveland Association of Paralegals
Dallas Association of Legal Assistants
East Bay Association of Legal Assistants
Georgia Association of Legal Assistants
Illinois Paralegal Association
Kansas City Association of Legal Assistants
Legal Assistants of Central Ohio
Los Angeles Paralegal Association
Massachusetts Paralegal Association
Minnesota Association of Legal Assistants
National Capital Area Paralegal Association
New York City Paralegal Association
Philadelphia Association of Paralegals
Pittsburgh Paralegal Association
Rocky Mountain Legal Assistants Association
San Francisco Association of Legal Assistants
Washington Legal Assistants Association

After the discussion of forty-nine (49) resolutions, the President led a discussion of the goals for NFPA for 1980, as follows:

Short-Term
1981 Conference
Revision of Affirmation of Responsibility
Guidelines on Funding, i.e., Money Directory
Certification Materials – Centralization and Codification
Advertising
Strengthening the Regions
National Office (Feasibility Study)
Timetable for Advisory Board
Sustaining Membership

Long-Term
Communication
Sustaining Membership Drive
Membership
Annual Meeting to meet needs of local associations
National Office
Increasing Leadership Role
Seminars – repository for materials – sponsoring seminars nationally?

Summary of Resolutions

There were an impressive number of resolutions considered at the 1980 Annual Meeting, covering such topics as : changes to the Bylaws regarding sustaining membership; separating the duties of secretary and treasurer and creating two distinct board positions; designation of the past president as an ex-officio member of the board of directors; and the creation of an annual conference on paralegals to take place during the same week of the next annual meeting in June 1981 to address issues relevant to the paralegal profession.

FISCAL YEAR 1980-81

The following officers and directors were installed at the conclusion of the 1980 Annual Meeting for the 1980-81 fiscal year:

President	Sandra Sabanske (KCALA)
Vice President	Jean Guzzetta (DALA)
Secretary	Bill Douglass (LACO)
Treasurer	Mary Moon (PPA)
Region I Director	Jane Lamont (EBALA)
Region II Director	Katherine Sheehy
Region III Director	Alice Ramsey (GALA)
Region IV Director	Joanne Polsinelli (CAP)

Summary of Board Meetings

On June 15, 1980, the Board of Directors held a special meeting in Westwood, California. Sandra Sabanske, Chairman of the Meeting, outlined upcoming events and responsibilities were assigned, some of which included: final Procedures Manual will be distributed by September 1, 1980, and final draft of the Affirmation of Responsibility to be submitted to the membership for vote by November 1, 1980. Additionally, the Board discussed the invitation extended by the Oregon Legal Assistants Association (OLAA) to send a representative to the OLAA's July 10, 1980 meeting to discuss affiliation with NFPA, which was approved.

On November 1, 1980, the Board of Directors met by long distance telephone conference call. The Oregon Legal Assistants Association (OLAA) application for voting membership was unanimously approved by the Board.

1981 Annual Meeting

The 1981 NFPA Annual Meeting, hosted by D.C. Metropolitan Area Paralegal Association (n/k/a National Capital Area Paralegal Association) was held at Georgetown University, Washington D.C., on June 12-13, 1981.

After the discussion of twenty-eight (28) resolutions, the President led a discussion of the goals for NFPA for 1980, as follows:

Short-Term
To increase the standing members by 50
To increase voting and affiliate memberships
NFPA to provide leadership training for member association local leaders
NFPA and local member associations to increase communication
To increase communication across the region and between representatives
To have a written report on certification and the wage and hour issue
To increase the commitment between primary and secondary representatives to keep local associations informed of NFPA activity
To increase income from the newsletter by increased advertising and subscriptions.

Long-Term
To increase communication within the Regions, and to increase networking at the regional level
To have more fun
To bring in more money
To promote continuity between Primary and Secondary Representatives by way of increased communication
To prepare more publicity articles, to get in print more
To increase efficient management techniques to devote to professional areas

Summary of Resolutions

The delegates considered many resolutions at the 1981 Annual Meeting, including: reorganization of the regions; investigating the feasibility of hiring a management company or executive director for NFPA; adoption of revised duties and responsibilities for primary and secondary representatives; the creation of an Advisory Board commencing with the fiscal year 1981-82, and adopting procedures for scope and composition; amendments to the Affirmation of Responsibility; charging the Professional Development Committee with preparing a policy statement regarding adoption of guidelines regarding the utilization of paralegals; and, creation of a special committee to research the status of paralegals under the Fair Labor Standards Act, among others.

FISCAL YEAR 1981-82

The following officers and directors were installed at the conclusion of the 1981 Annual Meeting for the 1981-82 fiscal year:

President	Jane Lamont (EBALA)
Vice President	Mary Moon
Secretary	Nancy Sutter
Treasurer	Yvonne White
Region I Director	Lawrence Ausink
Region II Director	Katherine K. Sheehy
Region III Director	William A. Douglass
Region IV Director	Beverly Thomas
Past President/Advising Director	Sandra Sabanske

Summary of Board Meetings

On June 14, 1981, the Board of Directors met at Georgetown University in Washington D.C., with guests from NYCPA, PAP and DALA. The Board of Directors discussed, among other things: how to split the profits from the 1982 Annual Meeting with KCALA who would be hosting seminars in conjunction with the meeting; the establishment of subcommittees, including Editorial; Bar Guidelines; Accreditation and approval process; Management Committee; and Advisory Board. The Board also discussed NFPA's goals:

Short-Term:
Increase sustaining membership
Increase voting and affiliate memberships
Leadership training
Cross-region communication
Mid-year Board meeting via conference call

Long-Term:
Open lines of communication with paralegals in the public sector
Networking at the regional level
Fund raising
Promote continuity in primary and secondary rep positions
Publishing more articles
Cooperate with other national legal groups
Management company/executive director

On June 9, 1982, the Board of Directors met in Kansas City, Missouri. A number of administrative items were discussed. The board approved a resolution assigning annual meeting locales in keeping with geographical rotation (midwest, west, east), as well as the order in which associations become members of NFPA.

1982 Annual Meeting

The 1982 NFPA Annual Meeting, hosted by Kansas City Association of Legal Assistants, was held at the Alameda Plaza Hotel in Kansas City, Missouri, on June 11-12, 1982.

After consideration of thirty-three (33) resolutions and other matters, the goals for the year were discussed, and would be considered by the Board of Directors at the Mid-Year Board Meeting:

To increase public awareness;
To keep the membership informed on what NFPA is accomplishing;
To increase membership;
To establish continuing education for paralegals on a national scale;
To reach out to students and encourage them to be involved in NFPA and local organizations;
To increase revenue and promote income-generating projects; and
To increase our awareness of the public's needs and our responsibility as paralegals to insure legal services for everyone.

Summary of Resolutions:

The delegates considered many resolutions at the 1982 Annual Meeting, including: the creation of a second vice-president; employing Sandra Sabanske, past president of NFPA, as its Executive Director under phase one of the proposal to hire a management company; recommending that the Advisory Board undertake a study and prepare and advisement on the issues of regulation of paralegal education; publishing and disseminating guidelines thus enabling a prospective study to assess educational options; and, the creation of the Legislative Committee, among others.

FISCAL YEAR 1982-83

The following officers and directors were installed at the conclusion of the 1982 Annual Meeting for the 1982-83 fiscal year:

President	Mary Moon
1st Vice President	Joanne Polsinelli
2nd Vice President	Norman Strizek
Secretary	Beverly Thomas
Treasurer	Laura Petrucce
Region I Director	Janet Lande-Owens
Region II Director	Ginger Herbst
Region III Director	William A. Douglass
Region IV Director	Deborah Wilcox
Past President/Advisory Director	Jane Lamont

Summary of Board Meetings

On June 13, 1982, the Board of Directors met in Kansas City, Missouri, following the close of the 1982 Annual Meeting. Among the items the Board discussed was the independent contractor agreement to be prepared by the Management Committee for negotiation with Sandra Sabanske. The Board decided the mid-year Board meeting will to be held in Cleveland, Ohio, on November 19-21, 1982, and efforts would be made to coordinate the meeting date with the NFPA Advisory Board. Region IV advised it scheduled its fall conference for the weekend of November 7 in New York City. The NFPA Professional Development Committee volunteered to draft comments for Board consideration and submission to the ABA regarding the ABA Legal Assistant Associate Member category.

On November 19-21, 1982, the Board of Directors held its Mid-Year Meeting in Cleveland, Ohio. Detailed reports were provided by each board member; the titles of the First and Second Vice President were changed to the "Policy Vice President" and "Administrative Vice President" respectively. The Research, Wage & Hour, Insurance, Certification, Professional Development and Legislative Committees will report to the Policy Vice President; the Administrative, Annual Meeting, Education, Publications, Newsletter, Funding, Membership and Sustaining Membership Committees will report to the Administrative Vice President. Further, the Board of Directors discussed the need for outreach materials and approved the development of a "road show" package on NFPA by the Public Relations Committee. The intended use of this package is by representatives for presentations to associations, and will include development of a script, slide show and tape or video, displays and an information package for handout.

On June 9, 1983, prior to the 1983 Annual Meeting, the Board of Directors met in Seattle, Washington. The Board discussed various topics, including[1] board reports and a recommendation to send the NFPA President to attend the ABA Standing Committee on Legal Assistants hearing in Atlanta, Georgia on July 31, 1983. Further, the Board considered sending the President to attend the AAfPE Annual Conference in San Diego, California on October 5-8, 1983, which will focus on technology in the law office. Other discussions included: consideration of reciprocity of advertising with *Legal Assistant Today* (of interesting note – the publishers chose *Legal Assistant* over *Paralegal* because they believe "paralegal" is an adjective and "Legal Assistant" a title).

[1] The copy of the Minutes from the 1983 Board of Directors Meeting is missing all even-numbered pages.

1983 Annual Meeting

The 1983 NFPA Annual Meeting, hosted by Washington Association of Legal Assistant (n/k/a The Washington State Paralegal Association) was held at the Four Seasons Hotel in Seattle, Washington, on June 10-11, 1983.

The delegates considered thirty-six (36) resolutions and other matters during the 1983 Annual Meeting, including the final approval of a management contract for an NFPA Executive Director, as approved at the 1982 Annual Meeting. And as of the 1983 Annual Meeting, NFPA was made up of 27 state and local paralegal associations, representing more than 6,000 paralegals across the country. Moreover, it was at the 1983 Annual Meeting that NFPA appointed its first representative to the ABA (Legal Assistant) Program Approval Commission.

Summary of Resolutions*:*

The delegates considered many resolutions at the 1983 Annual Meeting, including: amending the Bylaws relating to voting membership; revision of the duties of Treasurer to remove those duties now assumed by the Executive Director; charging the Second Vice President with the duty of overseeing the duties and responsibilities of the Executive Director in the execution of day-to-day business of the Federation; revising the membership guidelines for voting and affiliate membership to include the requirement that the association shall be a non-profit organization; approving an NFPA representative to participate on the ABA (Legal Assistant) Program Approval Commission; adopting a position on paralegal certification; creating an *ad hoc* committee for the purpose of establishing an independent, autonomous body which has equal representation by paralegals to set the standards and guidelines for approving and/or accrediting paralegal training programs; establishing the Professional Development Committee as a standing committee; and establishing special practice groups to promote, develop and coordinate continuing education seminars and resource materials for the benefit and use of NFPA members, among others.

FISCAL YEAR 1983-84

The following officers and directors were installed at the conclusion of the 1983 Annual Meeting for the 1983-84 fiscal year:

President	Joanne Polsinelli
1st Vice President	Sandra K. Schumann
2nd Vice President	Nicolyn Colbert
Secretary	Beverly Thomas
Treasurer	Laurie Roselle
Region I Director	Betty Lee Erne
Region II Director	Chris Sise
Region III Director	Roberta Major
Region IV Director	Nancy Langer
Past President/Advisory Director	Mary Moon

Summary of Board Meetings

On June 12, 1983[2], following the 1983 Annual Meeting, the Board of Directors met in Seattle, Washington. The topics discussed included: appointing Mary Moon to serve as NFPA representative to the New York Task Force; approving sending the Policy Vice President to attend the ABA Standing Committee on Legal Assistants committee meeting in Atlanta; and, notifying the ABA of the resolution adopted approving NFPA participation on the ABA Commission, among other topics.

On January 13-15, 1984, the NFPA Board of Directors held its mid-year meeting in Cleveland, Ohio. Various topics were discussed, including: long range planning/needs assessment; advertising in the *Reporter*; designation of NFPA administrative offices in Overland Park, Kansas; and approval of business cards for the board of directors and the executive director; and the board approved all reports submitted by the board and committees.

On June 5, 1984, the Board of Directors held its last board meeting prior to the 1984 Annual Meeting, in New York, New York, and discussed a number of topics, including: exhibiting at the Legal Assistants Division of the State Bar of Texas Convention held in San Antonio, Texas; annual meeting location considerations and cost-cutting measures; execution of the executive director contract and contract rate for Sandra Sabanske, among other topics and board of director and committee reports.

1984 Annual Meeting

The 1984 NFPA Annual Meeting, hosted by New York City Paralegal Association (NYCPA) was held at the Marriott Essex Hotel in New York, New York, on June 7-8, 1984.

After consideration of twenty-four (24) resolutions and other matters, the Chair requested the members name areas to be emphasized in the work of the Federation for the coming year, and the following goals were established:

Outreach
Alternate Means of Finance

[2] The copy of the Minutes from the 1983 Board of Directors Meeting is missing all even-numbered pages.

Concepts brought up by Ralph Nader in his keynote address, particularly challenges to the bar associations. (This address was taped by PPA, which in response to requests, stated that it would be transcribed and made available to the associations).

Fuller utilization of research of committees

Promoting public interest

Summary of Resolutions:

The delegates considered many resolutions at the 1984 Annual Meeting including: procedures and prohibitions related to members of the Nominations Committee; establishment of a *Pro Bono* Committee, which was charged with conducting an informal study regarding *pro bono* work by local associations; establishing an *ad hoc* committee to study the issue of discrimination in paralegal compensation along gender lines; charging the Membership Committee with developing guidelines and qualifications or criteria for implementing a student membership category; creation of an *ad hoc* committee to develop an NFPA Policy Manual to be used in conjunction with the NFPA Procedures Manual; guidelines for hosting a region meeting; contacting the ABA, educators, NALA and paralegal administrators to set up an initial meeting of interested persons from those groups to begin a joint study of certification, among others.

FISCAL YEAR 1984-85

The following officers and directors were installed at the conclusion of the 1984 Annual Meeting for the 1984-85 fiscal year:

President	Laurie Roselle
1st Vice President	Sharon Peeples
2nd Vice President	Nicolyn Colbert
Secretary	Karen Hunzelman
Treasurer	Janet Bickel
Region I Director	Zarelda Lovingier
Region II Director	Nancy Stanton
Region III Director	Roberta Major
Region IV Director	Nancy Langer
Past President/Advisory Director	Joanne Polsinelli

Summary of Board Meetings

On June 8, 1984, immediately following the 1984 Annual Meeting, the NFPA Board of Directors met in New York City, and discussed the following topics: the location and date of the mid-year board of directors meeting; the dates and locations of Fall Region Meetings ; reporting schedule for the board of directors and committees; report on the meeting of the NFPA Advisory Board, and that Denise Webster Templeton was appointed Chair of the Board; drafting of guidelines for the role and responsibility of the Advisory Board; appointment of subcommittees; and discussion of suggestions regarding the planning of the Annual Meeting and agenda for the Annual Meeting to be held in Chicago in 1985.

On January 10-13, 1985, the NFPA Board of Directors held its mid-year meeting (location not noted in the minutes), and discussed various topics, including: the Task Force on Regulation meeting and determining a date convenient to all entities interested in attending; various board and region reports; held a meeting with AAfPE representatives; held a meeting with NALA directors regarding a joint two-day seminar on three topics, oil and gas, securities, and litigation, and a panel discussion with Bill Robie and others on professional development topics. The stated goal of the seminar is to provide a forum for discussion and continuing education, and to improve the relationships and image of the associations.

On June 5, 1985, in Chicago, Illinois, the NFPA Board of Directors met prior to the 1985 Annual Meeting. The topics covered at the meeting included: credentialing; specialty section review; consent calendar; timing of the annual meetings to be most cost-effective; and the NFPA/NALA joint seminar, among other reports and issues.

1985 Annual Meeting

The 1985 NFPA Annual Meeting, hosted by Chicago Association of Paralegal Assistants (n/k/a Illinois Paralegal Association) was held at the Marriott Hotel in Chicago, Illinois, on June 6-8, 1985.

The Kansas Legal Assistants Society and the Delaware Paralegal Association (which changed its membership status from affiliate to voting) were welcomed as the newest members

of the Federation. Karen Judd, the Chair of the Certifying Board of NALA, gave a report of their association.

Summary of Resolutions:

The delegates considered thirty (30) resolutions during the 1985 Annual Meeting including: requiring that every resolution submitted for consideration at the Annual Meeting be accompanied by discussion and/or background information and any anticipated cost estimate, and the goal(s) the resolution is intended to accomplish; creation of individual at-large membership category; the creation of student membership category; appointing a student affairs committee to oversee the development of the student membership category; that the resolution by the NFPA Task Force on Paralegal Regulation be ratified by the members of NFPA, which states that:

> NFPA is opposed to any governmental or state bar imposed across-the-board mandatory licensure or mandatory certification of legal assistants at this time. Rather we recommend that the next logical step related to these issues is to identify legal assistant competency standards and tasks.

Other resolutions adopted included: the formation of the committee on the Expansion of Professional Responsibility to research and draft model legislation which proposes broadening the present job responsibilities of paralegals and which does not involve across-the-board regulation of paralegals, through a method of limited registration of paralegals to perform specific duties not presently performed by paralegals; the establishment of an *ad hoc* committee for the purpose of preparing a long-term strategic plan for NFPA; and retaining an independent certified public accountant to perform an audit of the NFPA financial records, among other topics.

FISCAL YEAR 1985-86

The following officers and directors were installed at the conclusion of the 1985 Annual Meeting for the 1985-86 fiscal year:

President	Laurie Roselle
1st Vice President	Nancy Langer
2nd Vice President	Pam Raybourn
Secretary	Karen Hunzelman
Treasurer	Chris Sise
Region I Director	Zarelda Lovinger
Region II Director	Lu Hangley
Region III Director	Lena Hinton
Region IV Director	Maggie Cyganovich
Past President/Advisory Director	Joanne Polsinelli

Summary of Board Meetings

On June 9, 1985, the Board of Directors met following the 1985 Annual Meeting in Chicago, Illinois, and discussed the following topics: membership outreach; recommendations from the outgoing board of directors; board committees; review of the Annual Meeting and considerations for the 1986 Annual Meeting, including seating arrangements for the delegation and the agenda of seminars, timing of the policy meeting and region meetings; NFPA representatives appointed to attend meetings of the ABA, NALA annual meeting, LAMA, ALA; discussion of a meeting between the NFPA Board of Directors and the NALA Board of Directors during the joint seminar; discussion of the NFPA Advisory Board; and outreach to the Arizona Paralegal Association.

On January 9-12, 1986, the Board of Directors held its mid-year meeting in Overland Park, Kansas, and discussed the following items: committee appointments; specialty sections report and creation of a corporate specialty section; the ABA Certification Statement, which was submitted to the ABA House of Delegates but had not yet been approved; ABA Associate Membership category; various states activities regarding paralegals, licensing, utilization and qualifications; and requiring four meetings of the Board of Directors each year.

1986 Annual Meeting:

The 1986 NFPA Annual Meeting, hosted by the San Francisco Association of Legal Assistants (n/k/a San Francisco Paralegal Association) was held at the Claremont Hotel in Oakland, California, on June 15-17, 1986.

The minutes of the 1986 Annual Meeting note that the following persons were guests at the annual meeting: Advisory Council Members; NFPA Past Presidents Judith Current, Jane Lamont, Joanne Polsinelli and Sandra Sabanske; AAfPE Director Therese A. (Terri) Cannon; NALA President Kay Field; ABA Standing Committee on Legal Assistants Chair, Arthur Littleton.

Additionally, the President presented each of the Past Presidents with a special Past President's pin and thanked them for their efforts on behalf of NFPA.

NALA President, Kay Field, made a short presentation and extended her best wishes to the new NFPA officers for the coming year and toasted the continued working relationship between the two associations.

After the consideration of twenty-four (24) resolutions, the delegates discussed short- and long-term goals, which included:

Short-Term:
Goal setting at beginning of meeting
Better communications
Increase input in specialty sections
Increase tangible membership benefits
Define legal assistant
Increase response of member associations
Insurance package in place
Increased financial base

Long-Term:
National office and full-time staff
NFPA as accrediting body
Continuing education videotapes
Update Affirmation
Represent more individuals
Increase visibility with the public
Seminars on leadership training and negotiating
Texts authored by paralegals, endorsed and sold by NFPA
Facilitate future conferences such as New Roles
Long-range strategic plan
Continued efforts to work with other legal entities
NFPA associations in Oklahoma and Florida
NFPA speaker's bureau
Continue to explore representative administrative body
NFPA consulting service
Foundation and grants obtained

Summary of Resolutions:

The delegates considered a number of resolutions during the 1986 Annual Meeting, including: reorganization of the Committee on the Expansion of Professional Responsibility to include at least one member from each region; creation of a Career Enhancement Committee; creation of a resource center by the Professional Development Committee to include information on statutory law, case law and reports on issues important to the paralegal profession; creation of guidelines for planning and coordinating of regional seminars and business meetings; revisions to the s; creation of an Education/Accreditation Task Force; and, directing the Professional Development Committee to study the definition of legal assistant adopted by the ABA and to research and develop a definition that might serve as a foundation on which NFPA can build as changes in the profession may so direct.

FISCAL YEAR 1986-87

The following officers and directors were installed at the conclusion of the 1986 Annual Meeting for the 1986-87 fiscal year:

President	Nancy Langer
1st Vice President	Roberta Major
2nd Vice President	Pamela Raybourn
Secretary	Suzanne Lynch
Treasurer	Paula Gurley
Region I Director	Joe Whalen
Region II Director	Lu Hangley
Region III Director	Lena Hinton
Region IV Director	Magdalyn Cyganovich
Past President/Advisory Director	Laurie Roselle

Summary of Board Meetings

The Board of Directors met in Oakland, California, on June 18, 1986 prior to the 1986 Annual Meeting, and discussed the following items: bonding of the treasurer; timing of region meetings; committee assignments; guidelines for *Inside NFPA* and timing of distribution; sending Lu Hangley to make a presentation to the El Paso Legal Assistant Association; sending Joe Whalen to make a presentation to the legal assistant association in Newport Beach, California; and discussion of creation of an NFPA Foundation, among other items.

On September 5-7, 1986, the Board of Directors met in Arlington Park, Illinois, and discussed the following: board member and staff reports; development of Guidelines for the Primary and Secondary Representatives to be sent to Region Directors for dissemination; creation of an Association Management Manual; Nanci Stanton of IPA to represent NFPA at the Wisconsin meeting on certification; the President to make a presentation at NALA's annual meeting, and the board's commitment to working closely with NALA and addressing the philosophical differences and the idea of "reforming" into one association, which was met with some interest by NALA members and NALA board members; and formation of a committee to implement the 1984 resolution regarding formation of an NFPA foundation. Additionally, the Board of Directors participated in extensive Leadership Training and Long-Range Planning, including the development of a mission statement, led by Carl Wangman of the Breeden Management Company. William Fry, of Technology in the Public Interest, Washington D.C., was appointed to serve on the NFPA Advisory Council.

The Board of Directors also met on January 9-11, 1987, at NFPA Headquarters in Deerfield, Illinois, and discussed the following items: board and committee reports; discussion of the president's letter to NALA and NALA's response, wherein NALA agrees that it is important for the two associations to continue in a spirit of cooperation but recognizes that NFPA is a broader organization with a more diverse membership base; advised the president to respond to NALA stating that NFPA agrees that the two associations are working towards similar professional goals but with different philosophies, and that NFPA will continue to cooperate with NALA, stating satisfaction with the status quo (merger is not possible). The board decided that the letters exchanged between the two organizations would be sent to NFPA members.

The Board of Directors met on March 27, 1987, in Boston, Massachusetts, prior to the 1987 Annual Meeting. The topics discussed included: open forum; board and committee

reports; creation of a Convention Coordinator, with the appointment of Loretta Nesbitt of DALA to the position of Convention Coordinator for the 1988 Annual Meeting; creation of NFPA publications, including a bankruptcy book, PR handbook, and Association Management Manual;

1987 Annual Meeting:

The 1987 NFPA Annual Meeting, hosted by Massachusetts Paralegal Association, was held at the Copley Plaza Hotel in Boston, Massachusetts, on March 28-30, 1987.

In addition to delegates and NFPA Board members, also present at the Annual Meeting were NFPA past president Laurie Roselle; AAfPE representative Avram Segal; and LAMA representative Martha Ostheimer.

At this Annual Meeting, among other resolutions adopted, was the NFPA Mission Statement, as well as a set of Goals and Objectives for NFPA. Attached to the 1987 Annual Meeting Minutes as Exhibit D is the NFPA Strategic Long Range Plan, dated March 28, 1987.

Summary of Resolutions:

The delegates considered eighteen (18) resolutions, including: setting the date of the annual meeting after April 15 of each year; directing the NFPA Board to pursue dialogue with the ABA Committee on National Conference Groups for the purpose of exploring a lawyer/paralegal conference group; adopting a definition of legal assistant/paralegal, and for the purposes of this definition the terms “paralegal” and “legal assistant” will be used synonymously. With a vote of 27 in favor, 5 against, and 2 abstentions, the following definition was adopted:

> A Paralegal/Legal Assistant is a person qualified through education, training or work experience to perform substantive legal work that requires knowledge of legal concepts and is customarily, but not exclusively, performed by a lawyer. This person may be retained or employed by a lawyer, law office, governmental agency or other entity or may be authorized by administrative, statutory or court authority to perform this work.

The delegates discussed the following additional topics: independent paralegals and ABA associate membership for legal assistants.

FISCAL YEAR 1987-88

The following officers and directors were installed at the conclusion of the 1987 Annual Meeting for the 1987-88 fiscal year:

President	Lu Hangley
Vice President - Policy	Roberta Major
Vice President – Administration	Magdalyn Cyganovich
Secretary	Suzanne Lynch
Treasurer	Paula Gurley
Region I Director	Carole Hovda
Region II Director	Jolene Miller
Region III Director	Denise Fike
Region IV Director	Maureen Evans
Past President/Advisory Director	Nancy Langer

Summary of Board Meetings

The Board of Directors met on March 31, 1987, immediately following the 1987 Annual Meeting, and discussed the following topics: creation of press releases highlighting elections, mission statement, task force, definition of paralegal/legal assistant, and NFPA's continued position regarding ABA associate membership; staff priorities; the management services contract; and various reports.

The Board of Directors also met at NFPA Headquarters in Deerfield, Illinois, on July 17-19, 1987, and discussed the following: file retention policy; region meetings; NFPA publications and creation of "slim jims" brochures; strategic plan; fund-raising; ABA relationships; committee reports; member benefits; People-to-People delegation to China for the summer of 1988; and other reports submitted.

From January 15-17, 1988, the Board of Directors met in Chicago, Illinois, and discussed the following: board and committee reports; management review; a free issue of *Legal Assistant Today* to member associations; need for a broader base of experts for the NFPA Advisory Council; the strategic long-range plan; the Texas Certification plan; California public protection hearings; outreach and in-reach; legislative monitoring; possibly contacting the national judge's association and generating some public relations activities to inform judges who paralegal are and what they do; overtime issue; AAfPE's request that NFPA participate in a conclave of related associations to develop mutual goals; and ABA and other associations, among other topics.

The Board of Directors also met in Dallas, Texas, on April 22, 1988, immediately before the 1988 Annual Meeting.

1988 Annual Meeting

The 1988 NFPA Annual Meeting, hosted by Dallas Association of Legal Assistants (n/k/a the Dallas Area Paralegal Association) was held at the Marriott Quorum Hotel in Dallas, Texas, April 23-25, 1988.

In addition to delegates and the NFPA Board of Directors, also present at the Annual Meeting were Past President/Advisory Director/*Reporter* editor Nancy Langer; AAfPE

representative Mike Fitch; ABA Standing Committee on Legal Assistants Chair Jane Kaplan; ALA representative Judy Schott; and LAMA representative Ann Dodds.

Lu Hangley gave her State of the Federation address, noting the accomplishments of the past year, including the addition of five new member associations, improved publications, greater legislative awareness, establishment of a sound accounting system, along with acknowledgment of NFPA's financial problems, establishment of a more professional relationship with the ABA, AAfPE and other allied organizations, and the realization that NFPA's members are well educated professionals with formal training in the paralegal field. She pointed out that while great strides have been made, much remains to be accomplished, including making a determination of who NFPA represents, and the need to reach out to more paralegals in the country. Ms. Hangley pointed out that many changes are taking place in the legal arena which will affect the paralegal profession. She reaffirmed NFPA's commitment to the public and to the paralegal profession, asking the members "What do we wish to contribute?"

Summary of Resolutions:

The delegates considered seventeen (17) resolutions, including: NFPA's participation in the Conclave; the adoption of a Survey of Non-Traditional Paralegal Responsibilities to be used to solicit information from the NFPA membership to continue to expand the professional responsibilities of paralegals; amending the Bylaws to provide for the election of Region Directors at the region meetings; and the formation of an *ad hoc* committee to consist of no less than two representatives from each region to prepare a proposal to define limited licensure, recommend policy concerning limited licensure, and develop guidelines for local associations to enable an educated response to limited licensure on a state level, among other topics.

FISCAL YEAR 1988-89

The following officers and directors were installed at the conclusion of the 1988 Annual Meeting for the 1988-89 fiscal year:

President	Lu Hangley
Vice President - Policy	Jolene Miller
Vice President - Administration	Magdalyn Cyganovich
Secretary	Carolyn McKown
Treasurer	Sheila Novak
Region I Director	Pamela Raybourn
Region II Director	Lyla Hines
Region III Director	Denise Fike
Region IV Director	Maureen Evans
Past President/Advisory Director	Nancy Langer

Summary of Board Meetings

The Board of Directors met immediately following the 1988 Annual Meeting in Dallas, Texas, and discussed the following: schedule for the 1989 Annual Meeting; board travel schedule; staff priorities; region meetings; and special projects, among other items.

On January 20-22, 1989, the Board of Directors met in Chicago, Illinois, and discussed the following: *The National Paralegal Reporter*; membership benefits; People-to-People China trip; UPL matters; region meetings; student association membership; Conclave; Texas Annual Meeting; *Legal Assistant Today* seminar being held on March 10-11, 1989, at which the Legal Assistant of the Year award will be presented, and where NFPA will sponsor a coffee break and purchase a literature table; and new associations joining NFPA, among others items.

The Board of Directors also met on April 28-29, 1989, in Portland, Oregon, prior to the 1989 Annual Meeting, during which they discussed the following: membership benefits; appointments to the Advisory Board; Annual Meetings for 1990 through 1994; relationships with other organizations; outreach; and separation of the Legislative Committee into two groups – Case Law Coordinator and Legislative Coordinator, among other topics.

1989 Annual Meeting

The 1989 NFPA Annual Meeting, hosted by Oregon Paralegal Association, was held at the Marriott Hotel in Portland, Oregon, on April 29 – May 1, 1989.

Lu Hangley gave her State of the Federation address during the luncheon portion of the meeting, and discussed the accomplishments of NFPA over the past two years she has served as president including: 50% growth, financial stability, legislative and lobbying activities, improved relationships with ABA, AAfPE, and LAMA, improved administration, membership benefits created such as credit cards and insurance, improved publications and marketing. Ms. Hangley further discussed NFPA changes from a reactionary organization to a proactive entity in areas such as model curriculum and limited licensure. President Hangley concluded her remarks by stressing the importance of NFPA remaining proactive and suggested that a priority for the future should be outreach.

Jolene Miller, who was named *Legal Assistant Today* magazine's Legal Assistant of the Year Award, was recognized by Lu Hangley. Pamela Raybourn of Oregon was also recognized as a Finalist.

Summary of Resolutions:

The delegates considered twelve (12) resolutions, including: adoption of a student association membership category; formation of the Committee on the Delivery of Paralegal Services as a standing committee; restructuring of the *Pro Bono* Committee; reimbursement of board members reasonable expenses in connection with board meetings, among others.

FISCAL YEAR 1989-90

The following officers and directors were installed at the conclusion of the 1989 Annual Meeting for the 1989-90 fiscal year:

President	Jolene Miller
Vice President - Policy	Lyla Hines
Vice President - Administration	Kathleen Anderson
Secretary	Kathy Allen
Treasurer	Sheila Novak
Region I Director	Lawrence Ausink
Region II Director	Engrid Tronsrue
Region III Director	Merle Isgett
Region IV Director	Chyllene Cattie
Past President/Advisory Director	Lu Hangley

Summary of Board Meetings

The Board of Directors met on May 2, 1989 immediately following the 1989 Annual Meeting in Portland, Oregon, and discussed the following: student association membership procedures; outreach/target growth for the fiscal year; chain of command for committee reporting; board committee assignments; election of Chair of the Region Directors; board travel; and staff priorities, among other items.

On July 28-30, 1989, the Board of Directors met at NFPA Headquarters in Deerfield, Illinois, and discussed the following: upcoming annual meetings; region meetings; budget and audit; approval of the official NFPA logo to include silhouettes and registering the logo as a trademark; marketing approaches to make the *Reporter* self-sustaining; Advisory Council appointments; American Trial Lawyers Association voting to amend its Bylaws to create a membership category for paralegals; report on the Texas Legal Assistant Division and specialty certification; approval of new associations – Central Massachusetts Paralegal Association and Arizona Association of Professional Paralegals for affiliate membership, Paralegal Association of Northwestern Pennsylvania for voting membership; and relationship with other associations, among other items.

The Board of Directors also met on January 26-28, 1990, in Chicago, Illinois, at which time they discussed the following items: various committee reports; region reports; goals and organization of region meetings; procedures regarding attendance of observers at the annual meeting; discussion of upcoming annual meetings and site selection for the 1994 annual meeting; development of a national salary survey; People-to-People trip to Russia; promotional items for NFPA and approval of colors of red, white, and blue; article topics and themes for *The Reporter*. The Board of Directors approved the admission of the Middle Tennessee Paralegal Association as a voting member and the Sigma Pi Mu Legal Assistant Division of Marywood College for student association membership. The 1990 Conclave will be in Kansas City on April 21-23, 1990, and Miller, Isgett and Roselle will represent NFPA.

Prior to the 1990 Annual Meeting, the Board of Directors met on May 4, 1990, in Philadelphia, Pennsylvania, and discussed the following items: national salary survey and the idea of polling non-NFPA members to have accurate national data; discussion that the Conclave has changed somewhat in formation and that its focus was much more broad; approving new members to the Advisory Council, including Tom Watkins, Chair of the ABA Standing

Committee on Legal Assistants; promotional items for NFPA to include pins for the annual meeting; as well as other committee and Region Director reports.

1990 Annual Meeting

The 1990 NFPA Annual Meeting, hosted by Philadelphia Association of Paralegals, was held at the Hershey Hotel in Philadelphia, Pennsylvania, on May 5-7, 1990.

President Jolene Miller introduced honored guests, which included representatives from three unaffiliated associations: Iowa Association of Legal Assistants; Berks Paralegal Association (Reading, PA); and Michiana Paralegal Association. The six (6) new member associations were recognized: Central Massachusetts Paralegal Association; Greater Dayton Paralegal Association; Hawaii Paralegal Association; Paralegal Association of Northwestern Pennsylvania; Middle Tennessee Paralegal Association; and Roanoke Valley Paralegal Association.

In her State of the Federation, Jolene Miller stated that outreach was a top priority for the year. Nancy Heller was appointed as Outreach Coordinator to maintain an aggressive outreach campaign. Eight new associations joined NFPA in 1989-90. Ms. Miller emphasized that such growth enhances NFPA's ability to be the true voice of paralegals. Aggressive marketing procedures also continue. NFPA is building a financial reserve fund, and continues to operate within its budget. No increase in activities, benefits or new projects can be initiated without new financing sources. The current cost to operate NFPA, per member, is $15.53. NFPA will continue to explore innovative ways to pay for serves and will continue to exchange services whenever possible. President Miller stressed that non-dues income must become a priority and must continually be developed. Steps are being taken to increase benefits to the membership and NFPA must remain competitive. Ms. Miller reiterated that NFPA is only as good as the delegates who direct the Board.

It was during the 1990 Annual Meeting that a third vice president position was created to handle outreach and education. The composition of the Board, through a Bylaw amendment, was changed to reflect the President, Vice President – Policy, Vice President – Administration, Vice-President Development, the Secretary, the Treasurer, the Region Directors, and the immediate Past President as Board Advisor.

Also in 1990, a National Salary Survey Committee was appointed, and the Board of Directors were directed to issue an RFP and review all responses at the July 1990 Board Meeting, thereafter entering into a contract to conduct a National Salary Survey.

Summary of Resolutions:[3]

Due to the missing pages from the minutes, please refer to the policy resolutions contained in the NFPA Policy Manual for detailed information.

FISCAL YEAR 1990-91

[3] Many pages of the 1990 Annual Meeting Minutes were missing from the hard copy, including the pages containing the results of the election of the Board of Directors. The Historian was able to review the 1990 Board Meeting and 1991 Annual Meeting Minutes to learn who was elected.

The following officers and directors were installed at the conclusion of the 1990 Annual Meeting for the 1990-91 fiscal year:

President	Jolene Miller
Vice President - Policy	Merle Isgett
Vice President – Administration	Kathy Anderson
Vice President – Development	Chyllene Cattie
Secretary	Beverly Woolson
Treasurer	Engrid E. Tronsrue
Region I Director	Leslie Harris
Region II Director	Loretta Nesbitt
Region III Director	Martha S. Matthews
Region IV Director	Deborah Healy
Past President/Advisory Director	Lu Hangley

Summary of Board Meetings

Following the 1990 Annual Meeting, the Board of Directors met on May 8, 1990, in Philadelphia, Pennsylvania, and discuss the following matters: appointment of a national salary survey committee; future planning for NFPA due to its rapid growth; appointment of the Chair of the Region Directors; committee assignments; results of the NFPA Needs Survey; and NFPA sponsorship of recognition awards, among other matters.

On July 11-15, 1990, the Board of Directors met in Chicago, Illinois, and discussed the following: committee and region reports; annual meeting planning for upcoming years; NFPA look and promotional items; salary survey bids; court opinions and UPL; approval of Michiana Paralegal Association; decision to send request for proposals for a management services company; discussion of a strategic long-range plan; and discussion of relationship with other affiliated associations, including ABA, NALA, AAfPE, LAMA, ALA, NALS, among others.

The Board of Directors met on January 25-27, 1991, in Chicago, Illinois, and discussed the following: review of management RFP bids/interviews; committee and region reports; challenges with current management company; draft of national salary survey; discussion of a marketing plan; Advisory Council appointments; discussion of the NFPA restructuring plan; discussion of potential need to have legal counsel available; and discussion of potential dues increase, among other topics.

The Board of Directors also met on April 26, 1991, prior to the 1991 Annual Meeting in Indianapolis, Indiana, and discussed the following: discussion of the draft marketing plan; legislative monitoring and case law searches; realignment of committees; discussion of a regulation symposium; committee and Region Director reports; approval of the Legal Assistants of New Mexico for voting membership; upcoming annual and region meetings; outreach plan; management services review; membership benefits; and administrative resolutions, among other items.

1991 Annual Meeting

The 1991 NFPA Annual Meeting, hosted by Indiana Paralegal Association, was held at the Westin Hotel in Indianapolis, Indiana, on April 27-29, 1991.

Summary of Resolutions:

The delegates undertook a number of key issues at the 1991 Annual Meeting, including a proposed agenda topic regarding limited licensure; policy on licensure; reaffirming the definition of paralegal/legal assistant adopted in 1987; the establishment of a special 1992 Mid-Year Meeting; and discussion of the "non-exempt" status of paralegals, which was referred to committee, the findings of which would be presented to the NFPA member associations at the 1992 Annual Meeting.

FISCAL YEAR 1991-92

The following officers and directors were installed at the conclusion of the 1991 Annual Meeting for the 1991-92 fiscal year:

President	Merle Isgett
Vice President - Policy	William S. Bradford
Vice President – Administration	Nancy Heller
Vice President – Development	Chyllene Cattie
Secretary	Beverly A. Woolson
Treasurer	Shelley Sutton
Region I Director	Anne Sproul
Region II Director	Loretta Nesbitt
Region III Director	Ellen M. Kothman
Region IV Director	Deborah Healy
Past President/Advisory Director	Jolene Miller

1992 Annual Meeting[4]

The 1992 NFPA Annual Meeting, hosted by San Diego Paralegal Association, was held at the Pan Pacific Hotel in San Diego, California, on May 2-4, 1992.

The guests in attendance at the 1992 Annual Meeting included AAfPE President, Tom Immerman; Special Counsel to the ABA Working Group on Non-Lawyer Practice, David Brent; President of LAMA, Patsy Pressley; AAfPE President-Elect, Sue Sullivan; President of CAPA, Fran Turner; and Past President of the Orlando Paralegal Association, Roxanne McGillivray.

Nancy Heller, Vice President – Administration, reported on the status of the management and informed the delegates of the reasoning behind the change in the management company, as well as explained the concept of an executive director as provided by Hangley Management Services. The use of subcontracted services affords NFPA far greater savings.

Loretta Nesbitt, Region II Director, reported that she represented NFPA at the ABA Consortium meeting held in February 1992 in Dallas, Texas, and that the Standing Committee of the ABA would pursue a resolution to the ABA House of Delegates that would encourage the awarding of paralegal fees, separate and apart from attorney's fees.

During the Treasurer's report, Shelly Sutton addressed the budget and the new equity goal to accumulate six (6) months of operating expenses in the equity account within the next five (5) years.

The delegates discussed the exempt and non-exempt status of paralegals as the issue relates to overtime pay. Following the discussion, the committee was charged with continuing to develop research on the exempt v. non-exempt status to the point where NFPA could draw final conclusions and make recommendations.

The following persons were appointed coordinators for the 1992-93 fiscal year:

[4] The Minutes of the 1992 Annual Meeting are listed as draft minutes, which were the only copy of the minutes available to the Historian, and thus used for the purposes of preparing this NFPA History.

Annual Meeting Coordinator	Deborah Healy
Editor, *National Paralegal Reporter*	Sandra Peterson
Case Law Coordinator	Loretta Nesbitt
Outreach Coordinator	Anita Todmann
Advisory Board	William R. Robie
(3-year term renewal to	Denise Templeton
expire 06/30/1995)	Kay Ostberg
Publications Coordinator	Lisa McIntire
In-reach Coordinator	Barbara Johnson
International Relations Coordinator	Diane Vruno

Laurie Roselle was elected as the Education Task Force Coordinator.

Summary of Resolutions:

The delegates considered twenty-seven (27) resolutions, including: restructuring of the composition of the Board of Directors by combining the positions of Secretary and Treasurer to the formal position of Secretary/Treasurer, and created a position of Director – Communications and Marketing; draft model curriculum for paralegal education; the Professional Responsibility Committee be charged with soliciting and compiling comments regarding the current draft of the Model Code of Ethics and Professional Responsibility; various administrative items on the consent calendar including the creation of a Membership Benefit Coordinator; approved an increase in membership dues; and, endorsing the implementation of regulation of all paralegals on a state-by-state basis, as long as the regulation is consistent with NFPA's Mission Statement and expands the utilization of paralegals, among other items.

FISCAL YEAR 1992-93

The following officers and directors were installed at the conclusion of the 1992 Annual Meeting for the 1992-93 fiscal year:

President	Merle L. Isgett
Vice President - Policy	Deanna Shimko-Herman
Vice President – Administration	Chyllene Cattie
Vice President – Development	Nancy Heller
Director – Communications & Marketing	Shelley Sutton
Secretary/Treasurer	Joan Sheehan
Region I Director	Stormy Miller
Region II Director	Mary Beth Schultz
Region III Director	Ellen Kothman
Region IV Director	Katherine A. Jordan
Board Advisor	Jolene Miller

Summary of Board Meetings[5]

On May 5, 1992, following the 1992 Annual Meeting, the Board of Directors met in San Diego, California, and discussed the following items: procedures manual revisions; Region Director training; preparation of articles for local association newsletters; mid-year meeting and seminar information; and board member responsibilities, among other items.

On May 21, 1992, the Board of Directors met via a telephone conference call and discussed the following matters: persons interested in the position of *pro bono* coordinator; New Jersey Supreme Court opinion in which NFPA prevailed in its argument that independent paralegals practicing for attorneys was not UPL; and, California hearings, among other items.

The Board of Directors met on July 17, 1992 at NFPA Headquarters in Kansas City, Missouri, and discussed the following items: *Reporter* advertising; mailing list rental income; region meetings; creation of an *ad hoc* committee to investigate possible grants and obtaining funding from foundations to cover the costs of NFPA activities; board reports; long-range planning and goals; education task force; marketing of NFPA and recommendation for an NFPA slogan: NFPA – The Standard for Excellence; discussion of the ABA's approval of the establishment of a Commission on Non-Lawyer Practice and NFPA's nomination of Merle Isgett as NFPA's representative to the Commission; NFPA's representation by Loretta Nesbitt to the Texas hearings about licensing legal technicians; new NFPA promotional items; and reformatting the Leadership Directory, among others items.

On September 24-25, 1992, the Board of Directors met prior to the 1992 Mid-Year Meeting in Chicago, Illinois, and discussed the following matters: mailing list assessment; salary survey; marketing publications; outreach; membership benefits; in-reach; committee budgets; marketing of the annual meeting; guidelines for advertising in *The Reporter*; region meetings; creation of an international relations coordinator position; and discussion for having ethics experts review the draft Canons to the proposed Code of Ethics, among other items.

[5] Beginning with the 1992-93 fiscal year, and the amount of business needing to be discussion, the NFPA Board of Directors began meeting more frequently, both in person as required, and by telephone. For this reason, only key issues are contained in the summary of board meetings section going forward in this History.

Additionally, on December 14, 1992, the Board of Directors met via telephone conference to discuss *Reporter* guidelines; discussion of a letter from NALA regarding a proposed meeting between representatives of NFPA and NALA; and the establishment of a William R. Robie Leadership Award under criteria suggested by Laurie Roselle, among other items.

The Board of Directors met on January 22, 1993 at NFPA Headquarters in Kansas City, to discuss Region Director reports; creating more in-reach opportunities need to be established for local associations; mid-year meeting concepts; affiliate membership; marketing targets; strategic planning; the need for the Board to engage in another strategic planning session in July 1993; development of duties and responsibilities for a chief editor and assistant editor *of The Reporter*; ways to increase non-dues income; ABA Non-Lawyer Practice and presentation of testimony from NFPA; and increased attendance at the Conclave to include the president, vice-president-policy, ABA Approval Commission representative and the marketing director, among other items.

The Board of Directors also held a few telephone conference calls to handle miscellaneous member association issues and other NFPA business throughout the year.

And, for its final meeting, the Board of Directors met on May 7, 1993, in Buffalo, New York, prior to the 1993 Annual Meeting, during which they discussed the following: sponsorship by the Directory of Process Servers of the William R. Robie Leadership Award; seating arrangements for the floor of the policy meeting; discussion of whether to continue attending the Conclave and NFPA's hosting of the next Conclave, after which time a decision will be made; advertising; special recognition of Tina Nichols of Hangley Management Services for her outstanding service to NFPA; marketing plan and NFPA Seal of Excellence; and approval of Greater New Jersey as an Affiliate Member and Palm Beach and Gateway as voting members pending payment, among other items.

1992 Mid-Year Meeting

The 1992 NFPA Mid-Year Meeting, hosted by the Illinois Paralegal Association, was held at the Bismarck Hotel in Chicago, Illinois, on September 25-27, 1992.

The guests to the 1992 Mid-Year Meeting included AAfPE President, Tom Eimermann; Counsel to the ABA Commission on Non-Lawyer Practice, David Brent; Staff Director for ABA Standing Committee on Legal Assistants, Carol Lesht; and Clark Moscrip, NFPA Advisory Council.

Summary of Resolutions*:*

The Rules of Order were suspended to allow full and open discussion of the regulation agenda topics as a committee of the whole, and leave of the assembly was granted to Clark Moscrip, NFPA Advisory Council; David Brent, Counsel to the ABA Commission on Non-Lawyer Practice; and Mary Widmer, Sustaining Member of NFPA, to address the assembly.

1993 Annual Meeting

The 1993 NFPA Annual Meeting, hosted by the Western New York Paralegal Association, was held at the Hyatt Regency Hotel in Buffalo, New York, on May 8-10, 1993.

Sharon Pope, President of AAfPE, gave the eulogy for the late Honorable William R. Robie, and then asked for a moment of silence in remembrance. Judge Robie was a member of NFPA's Advisory Council. The presentation of the first William R. Robie award was made by Clark Moscrip, a member of the NFPA Advisory Council, to Laurie Roselle.

Summary of Resolutions*:*

The delegates, after a lengthy debate, adopted by a vote of 39 - 7, with 4 abstentions, to the creation of an annual Mid-Year Meeting of the voting associations, to be held in the fall of each year, which would include region meetings for one day of the meeting. The delegates also approved the NFPA Model Code of Ethics and Professional Responsibility as the standard for ethics conduct of the paralegal profession; and approved the Model Code for publication and distribution to individuals and entities outside NFPA. The delegates charged the NFPA Board of Directors with developing a program which will target educating various members of the legal profession as to the utilization of paralegals and their cost effectiveness. The delegates also expanded the regional boundaries to include Canada.

The following persons were appointed coordinators for the 1993-94 fiscal year:

Legislative Committee	Mary Dickhaut
International Relations Coordinator	Carolyn Saenz
Case Law Committee Co-Chairs	Loretta Nesbitt
	CoAnn Sims
Publications Coordinator	Chyllene Cattie
Membership Benefits Coordinator	Shelly Sutton
Outreach Co-Coordinators	Julie Hejtmanek
	Anita Todmann
In-reach Coordinator	Kim Root
Assistant Editor, *Reporter*	Nancy Bowen
Pro Bono Co-Coordinators	Donna Barr
	Mary Kelly Finnegan
National Seminar Coordinator	Susan Kligerman

FISCAL YEAR 1993-94

The following officers and directors were installed at the conclusion of the 1993 Annual Meeting for the 1993-94 fiscal year:

President	Diane L. Soroko
Vice President - Policy	Deanna Shimko-Herman
Vice President – Administration	Deborah Healy
Vice President – Development	Nancy Heller
Director – Communications & Marketing	Mary Beth Schultz
Secretary/Treasurer	Susan M. Rousseau
Region I Director	Stormy Miller Ausink
Region II Director	Mary M. Thomas
Region III Director	Angela Walls
Region IV Director	Katherine A. Jordan
Board Advisor	Merle L. Isgett

Summary of Board Meetings

Following the 1993 Annual Meeting, the Board of Directors met on May 11, 1993, in Buffalo, New York, and discussed the following: board committees and reporting structure; among other business.

On June 16, 1993, the Board of Directors met by conference call to discuss, among other topics, the ABA Commission on Non-Lawyer Practice and AAfPE's invitation from the ABA to speak in Executive Session regarding changes that would be necessary in the education of paralegals should non-lawyers be allowed to provided limited services to the public; and, a report of the Conclave status, including the research projects undertaken by the Conclave, NALA's question regarding anti-trust implication of the Conclave (AAfPE's attorney advised that no anti-trust implications exist).

On July 22, 1993, the Board of Directors met at NFPA Headquarters in Kansas City, and discussed the following items: NALA and its testimony to the ABA Commission on Non-Lawyer Practice; board and region reports; Advisory Council appointments; marketing action items; upcoming annual meetings; in-reach coordinator and presentations to local associations; creation of a 20th Anniversary *Ad Hoc* Committee; ABA site visits and training; articles for local association newsletters; other affiliated associations, among other items.

On September 15, 1993, the Board of Directors met by conference call to discuss, among other items; continued work on the strategic long range plan and extending the time of the January Board Meeting to begin on Thursday to work through the strategic plan.

The Board of Directors also met on January 21, 1994, at NFPA Headquarters in Kansas City, to discuss the following: proposed Board Orientation Manual; budget; s; in-reach; board and region reports; upcoming annual and mid-year meetings; outreach; marketing; non-dues income; ABA Commission on Non-Lawyer Practice and the ABA's preparation of a white paper regarding testimony presented; discussion of possible withdrawal from the Conclave; NFPA infrastructure and development of a discussion topic for the annual meeting, among other issues.

On April 6, 1994, the Board of Directors met by telephone conference to discuss the *Reporter* editor's requests for proposals, which were reviewed. NFPA agreed to enter into a contract with Hangley Management Services for editorial services for the *National Paralegal Reporter*.

The Board of Directors held its final board meeting just prior to the 1994 Annual Meeting in Denver, Colorado, on May 13, 1994, and discussed the following, among other items: board and Region Director reports; procedures for the *Reporter*; Advisory Council appointments; and a draft document regarding the ABA Commission on Non-Lawyer Practice.

The Board of Directors also held numerous conference calls to handle NFPA business throughout the year.

1994 Annual Meeting

The 1994 NFPA Annual Meeting, hosted by the Rocky Mountain Paralegal Association, was held at the Hyatt Hotel in Denver, Colorado, on May 14-16, 1994.

Denise Templeton, a member of the NFPA Advisory Council, presented the William R. Robie Award to Carolyn McKown, Primary Representative of the Delaware Paralegal Association.

President Soroko gave the State of the Federation address, noting the accomplishments of the past year, the challenges facing NFPA in the future, and her recommendations for changes in the NFPA system.

The following persons were appointed coordinators for the 1994-95 fiscal year:

Association Management Co-Coordinators	Loretta Nesbitt and Nancy Abair
International Relations Coordinator	Lauren Watson
Continuing Education Coordinator	Stormy Miller Ausink
Publications Coordinator	Nancy Seals
Outreach Coordinator	Julie Hejtmanek

Summary of Resolutions*:*

It was at the 1994 Annual Meeting that the delegates adopted the goals set forth in the Strategic Long Range Plan presented by the Board as Resolution 94-1. The delegates also: adopted a resolution regarding the sale of the NFPA mailing list and amending a prior resolution; agreed to investigate the Texas Board of Legal Specialization specialty certification exam, and to study and report to NFPA on this specialization certification; voted to restructure the Committee on the Delivery of Paralegal Services, which will prepare a proposed resolution for the 1994 Mid-Year meeting on the Model Guidelines for Development of Licensure and Specialty Licensure; and approved a resolution to devote the entire first day of the Annual Meeting to discussion of association business matters and the remainder to policy matters, and the first day of the Mid-Year Meeting to region meetings, the first half of the second day to business matters, and the remainder of the Mid-Year meeting to policy matters, among other topics.

FISCAL YEAR 1994-95

The following officers and directors were installed at the conclusion of the 1994 Annual Meeting for the 1994-95 fiscal year:

President	Mary Thomas
Vice President - Policy	Susan Kaiser
Vice President – Administration	Pat Smith
Vice President – Development	Anita Todmann
Director – Communications & Marketing	Leslie Harris
Secretary/Treasurer	Katherine A. Jordan
Region I Director	Kathey Mehle
Region II Director	Mary Beth Schultz
Region III Director	Brad Baber
Region IV Director	Kim Root
Board Advisor	Diane L. Soroko

Summary of Board Meetings:

Following the conclusion of the 1994 Annual Meeting, the Board of Directors met on May 17, 1994, in Denver, Colorado, and discussed the following matters: appointment of Debbie Healy as Membership Benefits Coordinator; James Vale and Patricia Dotson as *Pro Bono* Co-Coordinators; creation of an *ad hoc* committee on Proficiency Testing, and appointed Deanna Shimko-Herman as chair of this committee (whose resignation was later accepted at the October 1994 board meeting); appoint Mary Beth Schultz as chair of the Region Directors; and reviewed Region Director reports, among other things.

The Board of Directors met on June 10, 1994, at NFPA Headquarters in Kansas City, and discussed, among other things: Strategic Long-Range Plan; NFPA's structure; committee reports; charging the Vice President – Policy with compiling an NFPA Policy Manual; marketing plan; allocating a one-hour time slot at the Mid-Year Meeting to a discussion of the Ad Hoc Committee on Proficiency Testing report; regional concerns; 1995 Salary Survey; approval of a budgeted line item for technology; to initiate a bulletin board system for membership; increased marketing of the Robie Award.

On August 16, 1995, the Board of Directors met at NFPA Headquarters in Kansas City, and discussed, among other items: hosting of the 1996 Mid-Year Meeting by the Columbia Legal Assistants Association, pending negotiation of hotel rates in Charleston acceptable to NFPA; marketing plan.

The Board of Directors met on October 20-23, 1994 at NFPA Headquarters in Kansas City, to discuss among other things, the following: region meetings; Conclave; NFPA attendance at AAfPE annual conference; implementation of the proficiency exam resolution; member benefits; and that Carolyn McKown's company had reserved the name "NFPA Foundation."

By consent on November 9, 1994, the Board of Directors approved the admission of the Vermont Paralegal Association as a voting member, pending receipt of payment for dues.

On January 13-15, 1995, the Board of Directors met at NFPA Headquarters in Kansas City, to discuss, among other things: proposals for test development submitted by various

testing companies, and reviewed a comparison report submitted by Diane Soroko(attached to the Minutes as Exhibit "A"), and heard a presentation by Professional Examination Service and a presentation by National Assessment Institute regarding provision of test development services; incentive agreements for hosting an NFPA convention; development of an initial draft of an inter-active computer program for NFPA to use for outreach purposes; committee reports; region reports; final plans for restructuring of the NFPA board which would be submitted to local associations through the *Inside,* with a proposed Bylaws change (attached to the Minutes as Exhibit "B"); lengthy discussion of PACE; creation of the PACE Coordinator position, and appointment of Diane Soroko as the PACE Coordinator for the remainder of the 1994-95 fiscal year.

By consent on March 30, 1995, the Board of Directors approved Lycoming County Paralegal Association for voting membership, pending receipt of payment for dues.

On May 5, 1995, before the commencement of the 1995 Annual Meeting, the Board of Directors met in Albuquerque, New Mexico, and discussed, among other matters: finances; committees; extensive discussion of PACE; technology and the status of the internet services provider for NFPA; the proposed Certificate of Incorporation and Bylaws from the Foundation Committee for the formation of the PACE Foundation.

The Board of Directors also held numerous telephone conference calls and unanimous consents of the Board of Directors were signed to handle NFPA business, including development of PACE and the NFPA Foundation; preparation of an *amicus brief* in the *Commonwealth v. Lockhart* case.

1994 Mid-Year Meeting

The 1994 NFPA Mid-Year Meeting, hosted by the Kansas Legal Assistant Society and the Kansas City Association of Legal Assistants, was held at the Westin Hotel in Kansas City, Missouri, on October 22-23, 1994.

Summary of Resolutions*:*

The delegates considered fourteen (14) resolutions, including: establishment of specialty sections on subjects to be determined upon request; approval of listing of subject/practice areas on paralegal education criteria; amending the Bylaws regarding affiliate membership and other matters; finalization of the revised Model Guidelines for Licensure and Specialty Licensure for consideration by the delegates at the 1995 Annual Meeting; establishment of a two-tiered proficiency-based test for the paralegal profession to be owned by NFPA, but administered by an independent entity; establishment of a foundation to receive the net income generated from the administration of the Test, with funds utilized exclusively for the expansion of the paralegal profession; approved a plan for the establishment of the NFPA Foundation; authorized funds to be spent to begin the process of developing paralegal proficiency testing, among other items.

1995 Annual Meeting

The 1995 NFPA Annual Meeting, hosted by the Legal Assistants of New Mexico, was held at the Pyramid Hotel in Albuquerque, New Mexico, on May 6-8, 1995. Of the 59 member

associations of NFPA (55 voting and 4 affiliate), 49 member associations were fully credentialed and present.

Mary Thomas gave the State of the Federation address, noting three significant projects that the NFPA had undertaken or had been a part of during the preceding year: the first paralegal association with a presence on the Internet; NFPA's unprecedented representation on the ABA Commission on Non-Lawyer Practice, which will have an impact on the profession and the delivery of legal services in the future; and, the setting of educational standards in the paralegal profession. She also reminded the delegates that NFPA's strength is through its diversity.

Guests included AAfPE President Ann Yarbro McCoin and President-Elect Diane Petropolis.

Clark Moscrip, a member of the NFPA Advisory Council, presented the William R. Robie Award to Jolene Miller, NFPA past-president and current ABA Approval Commission Representative.

The first place winner of the Information America/NFPA Scholarship was Deborah Ann Hill from Pennsylvania College of Technology in Williamsport, Pennsylvania. The second place winner was Teresa I. Kiefer from Winona State University in Winona, Minnesota.

Summary of Resolutions:

The delegates considered eight (8) resolutions, including: restructuring of the Board of Directors; adopted of model legislation that provides for the recoverability of paralegal time at the market rates in an attorney's application for fees; adopting the Model Act for Paralegal Licensure in support of NFPA's regulation policy; adopted grandparenting criteria for PACE; adopted an alternative education criteria for PACE, among others items.

FISCAL YEAR 1995-96

The following officers and directors were installed at the conclusion of the 1995 Annual Meeting for the 1995-96 fiscal year:

President	Mary Thomas
Vice President and Director of Profession Development	Sue Kaiser
Vice President and Director of Position and Issues	Susan Kligerman
Treasurer and Director of Finance	Katherine Jordan
Secretary and Director of Operations	Larry Ausink
Director of Membership	Julie Hejtmanek
Director of Region I	Kathey Mehle
Director of Region II	Elsa G. Reyna
Director of Region III	Brad Baber
Director of Region IV	Kim Root
Past President and PACE Coordinator	Diane Soroko

Summary of Board Meetings:

Immediately following the 1995 Annual Meeting, the Board of Directors met on May 9, 1995 in Albuquerque, New Mexico, and discussed, among other items: review of adopted resolutions to determine what Board action may be required, if any; changes to the Procedures Manual to reflect the restructuring of NFPA pursuant to 95-1; press releases for resolutions 95-2 and 95-4 on recovery of paralegal fees and PACE changes; calendar; appointment of Kim Root as the Chair of the Region Directors; and appointment of coordinators, as follows:

Profession Development Coordinators

Long Professional Planning Coordinator	Doreen Ridgway
PACE Coordinator	Diana Soroko Gallo
Pro Bono Coordinator	James Vale
Roles and Responsibilities	Frances Whiteside

Positions and Issues Coordinators

Legislative Coordinator	Betty Zimpfer
Regulation Review Coordinator	Carolyn McKown
Research Coordinator	Melissa Morrissey
UPL Research Coordinator	Jean Ann Edwards
Ethics & Professional Responsibility Co-Coordinators	Robin Solomon
	Andrea Doty
Legislative Committee Regional Representatives:	
Region I	Terry Murray
Region II	Kim Nichols
Region III	Steve Imondi
Region IV	Joan Canterbury

Membership Coordinators

Association Management Co-Coordinators	Becky Savino
	Pat Smith
Membership Growth Coordinator	Alisa Young
Membership Benefits Coordinator	Debbie Healy

On June 9-11, 1995, the Board of Directors met at NFPA Headquarters in Kansas City, and discussed, among other matters, the following: presentation by the NFPA Treasurer on how to read the NFPA financial statements; discussion of the timeline for the development of PACE; committee and coordinator reports; development of advertising to spotlight NFPA's home page on the Internet; *The National Paralegal Reporter*; that AAfPE will be discussing PACE at its next meeting; marketing; NFPA's attendance at LAMA's next meeting ; appointment of coordinators, as follows:

Repository Coordinator	Susan Witherspoon
UPL Research Coordinator	Jean Anne Edwards
Nominations Coordinator	B.J. Wade
CLE Coordinator	Jeannie Johnson
Association Leadership Training Coordinator	Chyllene Cattie
International Relations Coordinator	Kim Nichols

On July 25, 1995, the Board of Directors met by conference call, to discuss NFPA business, including PACE; a name for the PACE credential and that a sampling of surveys indicated "certified paralegal" was appearing as a frequent write-in option for the designation. The PACE Coordinator was charged with completing research as to use of the service mark "Certified Paralegals."

The Board of Directors met on January 12-14, 1996 at NFPA Headquarters in Kansas City, and discussed various topics, including: the Internet and updating materials on the NFPA website, effectiveness of email and chat groups, the creation of email addresses of name@paralegals.org for all coordinators, which would forward emails to the coordinator's personal email address during his/her term; region reports, including the discussion of creating a new region due to the strain on the Region Directors to maintain contact with associations within their regions; NFPA finances; concerns about PACE raised by the delegates at the 1995 Mid-Year Meeting; attending the ABA Tech Show; appointing George Kuhlman to the NFPA Advisory Council; upcoming annual meetings and conforming the Mid-Year Meetings and the Annual Meetings to a similar structure to increase effectiveness and created a proposed Convention Scheduled (attached to the Minutes as "Exhibit C").

The Board of Directors also held numerous conference calls and unanimous consents of the Board of Directors were signed to handle NFPA business, including creation of list serves; appointing the Robie Awards Committee; and Advisory Council member Suzanne Richards will make the presentation of the Robie Award at the Annual Meeting; multiple discussions regarding PACE were held throughout the year.

The Board of Directors held their final board meeting at the 1996 Annual Meeting in Columbus, Ohio, on April 26, 1996, and discussed various topics, including: expenses; region concerns; state alliances; PACE; the Foundation; conventions; online issue of the *Reporter*.

1995 Mid-Year Meeting

The 1995 NFPA Mid-Year Meeting, hosted by the Maryland Paralegal Association, was held at the Loews Hotel in Annapolis, Maryland, on November 18-19, 1995.

The PACE Coordinator, Diane Soroko-Gallo presented a report on PACE to the delegates and advised that PACE is scheduled for release in June 1996. She announced that local associations will have opportunities to sponsor local PACE seminars. She further reported that The PACE Standards Committee would meet in February 1996. Finally, the PACE Coordinator explained the anticipated cost to the applicant to take PACE.

Summary of Resolutions:

The delegates considered a number of resolutions, including: a resolution for establishment for entry-level educational criteria for future practitioners, which failed; adoption of educational criterion (95-M1); adoption of resolution that any individual who passed tier one of PACE may use the designation "Certified Paralegal;" adopting the form of Certificate of Incorporation of the Foundation for the Advancement of the Paralegal Profession to be filed with the State of Delaware; and, adopting educational requirements for membership. Additionally, it is worth noting that the minutes reflect extended and sometimes heated debate regarding the need to develop state specific portions for PACE, but due to the departure of some member association, a voting quorum was lost.

1996 Annual Meeting

The 1996 NFPA Annual Meeting, hosted by the Paralegal Association of Central Ohio, was held at the Greater Columbus Convention Center in Columbus, Ohio, on April 27-29, 1996.

Nancy Heller, Annual Meeting Coordinator, welcomed the delegates to Columbus. President Mary Thomas gave her State of the Federation report.

Merle Isgett, NFPA past-president, was presented with the William R. Robie Award for her accomplishments on behalf of the paralegal profession.

Diane Gallo, PACE Coordinator, Susan Kaiser and Pat Jones (PES) gave a report on the status of PACE. Diane Gallo introduced a resolution regarding continuing education required once the PACE credential is obtained, and the delegates passed the resolution (96-1).

Summary of Resolutions:

Other resolutions considered by the delegates included, among others: amending 94-M11 to provide that the first tier of PACE include a general section (not specified to practice areas) with ethics incorporated within the general section; restructuring of the Education Committee and the ABA Approval Commission Representative who will serve as Co-Chair of the Committee; adopting minimum education criteria for future paralegals; creating a student dues membership category and setting student dues at a rate of $5.00 less than the NFPA dues for a non-student member of the local association; adopting PACE Character and Fitness Requirements; resolving that either the Mid-Year or Annual Meeting may be held in a city or state where NFPA does not have a presence, with the management company charged with making a concerted effort to keep cost for attendance by the delegates and other registrants to a minimum; allowing the NFPA Board to research the delegates' top five choices for the PACE credential as "Certified Paralegal" was already a registered trademark used by another association.

FISCAL YEAR 1996-97

The following officers and directors were installed at the conclusion of the 1996 Annual Meeting for the 1996-97 fiscal year:

President	Susan A. Kaiser
Vice President and Director of Profession Development	Larry Ausink/Kathey Mehle
Vice President and Director of Position and Issues	Susan D. Kligerman
Treasurer and Director of Finance	Hubert R. Dorsainvil
Secretary and Director of Operations	Kim Root
Director of Membership	Julie Hejtmanek
Director of Region I	Kathey Mehle/Laurel Bielec
Director of Region II	Dana Ober-Watts
Director of Region III	Elaine McBride Jenkins
Director of Region IV	Robin Solomon
Past President and PACE Coordinator	Mary M. Thomas

Summary of Board Meetings

Immediately following conclusion of the 1996 Annual Meeting, the Board of Directors met on April 29, 1996 in Columbus, Ohio, and discussed, among other things, the following topics: PACE and association concerns regarding the PACE review course; preparation of a speakers handbook for local association use in putting on a PACE seminar; noted that three regions were in favor of a Leadership Conference, and the Director of Membership was directed to prepare a program, determine costs, and survey local association presidents regarding same; selection of "PACE Accredited" as the credential for paralegals passing Tier 1 of PACE; and, appointed the following coordinator:

Roles & Responsibilities Coordinator	Doris Wente
Technology Coordinator	Chyllene Cattie
Editorial Coordinator	Lori Gray
Pro Bono Coordinator	James Vale
Legislative Coordinator	Betty Zimpfer
Case Law Coordinator	Denise Jaynes
Ethics & Professional Responsibilities Co-Coordinators	Andrea Doty Lynn Wigton
Repository Co-Coordinators	Susan Witherspoon Jane Bannon
UPL Research Coordinator	Wendi Rogers
Regulation Review Coordinator	Dorene Ridgway
International Relations Coordinator	Elsa Reyna
Membership Growth Coordinator	Kelly Seck
Membership Benefits Coordinator	Debbie Healy

On June 7-9, 1996, the Board of Directors met at NFPA Headquarters in Kansas City to discuss various business matters, some of which include: proposal letter from AAfPE regarding the formation of a joint venture between AAfPE, LAMA, NFPA, NALA and the ABA for the purposes of developing a nationally recognized and accepted examination for entry-level paralegals, and the Board directed the President to respond to the letter requesting a business plan; election of a new NFPA representative to the ABA Approval Commission; various coordinator reports; extensive discussion of PACE, the PACE logo, press releases, requests of both profit and non-profit school and seminar providers requesting permission to give NFPA

seminar and/or preparatory courses for PACE, increased marketing of PACE; PACE Foundation; board reports; issues related to cyber-ethics and appointment of Peter Krakaur, an expert in the field of cyber-ethics, to the Advisory Council; finding authors for Internet Seminars; list serv moderators; increased income from $649 to $25,000, the difference resulting in 176 enrolled for the PACE Review Seminars and obtaining sponsorships that exceeded budgeted income projections; approval to present an Outstanding Local Leader award at the Mid-Year Meeting; and appointing the following coordinators:

CLE Coordinator	Amy Lee
Leadership Training Coordinator	Sally Andress

The Board of Directors also held numerous conference calls and unanimous consents of the Board of Directors were signed to handle NFPA business throughout the year, including: issues regarding PACE; New Orleans Paralegal Association's bid to host the 1999 Annual Meeting; and the mandatory attendance of members of the Board at NFPA sponsored social events.

The Board of Directors held a meeting prior to the 1997 Mid-Year Meeting on November 14, 1996, and discussed, among other things: board and Region Director reports; disbanding of the New Mexico association due to member and board apathy; extensive discussion of PACE; discussion of listing of individuals who passed PACE on the NFPA website; approving the bid by the Hawaii Association of Legal Assistants to host the 2000 Annual Meeting; appointing Kathey Mehle to fulfill the unexpired term for Vice President and Director of Profession Development; appointing Laurel Bielec to fulfill the unexpired term of Region I Director; discussion of the PACE Foundation and that it would stay dormant unless the Foundation applied for tax exempt status; holding the next National Leadership Conference in Kansas City on March 1-2, 1997; appointing Robin Solomon as Chair of the Region Directors; , and appointed Loretta Nesbitt as the Education Coordinator.

On January 9-11, 1997, the Board of Directors met at NFPA Headquarters in Kansas City. Anita Tebbe of Johnson County Community College and President-Elect of AAfPE along with Doug Allen of Network Services, and Donnie Puyers, chemistry instructor at JCCC, were guests at the Board Meeting. The three made a presentation to the Board regarding long-distance learning. The Board discussed the following matters, among others: internal and external board communications, including the use of email; board and coordinator reports; PACE Study Manual and the end of the publishing contracting with Matthew Bender for the manual; decided to negotiate with HMS for the printing of the Study Manual; extensive discussion of issues related to PACE; and reviewing of changes to the Strategic Plan that directly impact *The Reporter*.

1996 Mid-Year Meeting

The 1996 NFPA Mid-Year Meeting, hosted by the Columbia Legal Assistant Association, was held at the Sheraton Hotel in Charleston, South Carolina, on November 15-17, 1996.

The inaugural First Timer's Meeting was well received by the delegates and will be repeated in the future. Additionally, the first Plenary Session (f/k/a Open Forum) was held on Friday morning.

Julie Hejtmanek, Director of Membership, presented Lois Lake with the 3M Paralegal of the Year Award. Jolene Miller presented the Outstanding Local Leadership Award to Margaret Dick, a member of the Western New York Paralegal Association.

Diane Gallo, PACE Coordinator, gave an oral report to the delegates regarding PACE and noted that PACE is available and people are taking the exam. She also reported receipt of a letter from a paralegal in Georgia who provided excellent feedback about the exam experience. The Study Manual is complete and orders are being taken and Frances Whiteside stepped in as coordinating editor. Diane reported that to date 800 candidate handbooks and 300 study manuals had been sold. She also reported that a video regarding PACE will be ready by the end of November.

***Summary of Resolutions**:*

The delegates considered many proposed resolutions at the Mid-Year Meeting including: Model for State Statute to Exempt Paralegals from the Unauthorized Practice of Law; resolving to conduct necessary research and develop a policy on prison inmate paralegals; and, establishing the quorum at the beginning of the policy meeting to be deemed as the quorum for the entire session and that members constituting a quorum need not remain continuously throughout the session.

1997 Annual Meeting

The 1997 NFPA Annual Meeting, hosted by the Minnesota Paralegal Association, was held at the Minneapolis Hilton & Towers in Minneapolis, Minnesota, on April 25-27, 1997.

Doris Wente, Minnesota Paralegal Association, Meeting Coordinator, welcomed the delegates to Minneapolis.

President Susan Kaiser gave the State of the Federation address.

George Kuhlman and Denise Templeton presented the 1997 William Robie Award to Diane Gallo for her many accomplishments, including Past-President of NFPA, PACE Coordinator, and her efforts through her local association, the Georgia Paralegal Association.

West Publishing Corporation presented Maryelln Moore with a $1500 scholarship, and Bridget Hoy with a $3000 scholarship.

***Summary of Resolutions**:*

The delegates considered many proposed agenda topics at the Annual Meeting including: extending the grandparenting period for PACE; changing the PACE credential, due to confusion of its previous “PA” designation, to “PACE Registered Paralegal” or “RP”; creating an Associate Membership and Associate Members Associations category; and adoption of Model Disciplinary Rules.

FISCAL YEAR 1997-98

The following officers and directors were installed at the conclusion of the 1997 Annual Meeting for the 1997-98 fiscal year:

President	Susan D. Kligerman/Kathey Mehle
Vice President and Director of Profession Development	Kathey Mehle/Lori Gray
Vice President and Director of Positions & Issues	Laurel Bielic
Secretary and Director of Operations	Pat Smith
Treasurer and Director of Finance	Barbara Peppersack
Vice President and Director of Membership	Sally Andress, RP
Region I Director	BJ Wade, RP
Region II Director	Karen Christenson
Region III Director	Susan Witherspoon, RP
Region IV Director	Robin Solomon
Board Advisor	Sue Kaiser

Summary of Board Meetings

The Board of Directors held their board meeting on the Thursday before the Convention on September 11, 1997, in Scottsdale, Arizona, and discussed the following actions: approval for Diana Soroko to attend a seminar about the credentialing process; approval for CLE providers to only have to attain approved provider status once every two years; approval of a contract with PESI for distance learning seminars; and appointment of Lori Gray to fulfill the unexpired term of Vice President and Director of Profession Development.

The Board of Directors held their final board meeting the Thursday before the Spring Convention on April 17, 1998, and undertook the following actions: approval of all outstanding minutes; a decision to re-evaluate the charge of the CLE Coordinator; the status of association requests for members of the Board of Directors to make visits to various associations, among other items.

1997 Fall Convention

The 1997 NFPA Fall Convention, hosted by the Arizona Paralegal Association, was held at the Radisson Hotel in Scottsdale, Arizona, on September 13-14, 1997.

Lee Davis, Meeting Coordinator for the Arizona Association of Professional Paralegals, welcomed the delegates to Scottsdale.

Sally Andress, RP, Director of Membership, presented the Cyberparalegal Award to Jane Block; the 3M Paralegal of the Year Award to Robert Shema; and the Outstanding Local Leader Award to Patricia Colburn.

Pat Smith, Secretary and Director of Operations, made a report to the assembly regarding actions taken at the Thursday Board Meeting.

Summary of Resolutions:

The delegates considered a number of resolutions, including: adoption of the Model Act for Licensure (97-M-1); endorsement of a Two-Tier Regulatory Scheme; amendment to the Bylaws regarding the new "Associate" membership category; adoption of a Model Code of Ethics and Professional Responsibility; adoption of a new definition of "Paralegal"; amendment to change "Past President" to "Board Advisor"; recommending educational and ethical requirements to those individuals who are incarcerated and seeking to join the paralegal profession upon their release; amendment regarding "approved paralegal program"; conceptually supporting AAfPE's development of an exit assessment as a means to insure a standard of skill and knowledge of persons entering the paralegal profession upon completion of a paralegal training program

1998 Spring Convention:

The 1998 NFPA Spring Convention, hosted by the Alaska Association of Legal Assistants, was held at the Hilton Hotel in Anchorage, Alaska, on April 18-19, 1998.

Teresa Grooms, Alaska Association of Legal Assistants, Meeting Coordinator, welcomed the delegates to Anchorage.

Kathey Mehle presented the State of the Federation address to the assembly.

Suzanne K. Richards, member of the Advisory Council, presented the The William R. Robie Award to Nancy Heller.

The West Group presented scholarships to Deborah Sanchez from St. Mary's College, Moraga, California, in the amount of $3500, and to Judith Bonsignore from Hamline University, Minneapolis, Minnesota, in the amount of $1500.

Lori Gray, Vice President and Director of Profession Development, and James Vale, *Pro Bono* Coordinator, discussed *pro bono* activities and presentations were made by delegates active in the area of *pro bono*.

Summary of Resolutions:

The delegates considered a number of resolutions, including: adoption of a Character and Fitness Policy; PACE Foundation designation; and updating the long range strategic plan to increase membership by 5% year; rescinding Resolution 97M-5 (definition of "paralegal") and re-adopting Resolution 87-16 concerning the NFPA definition of paralegal; and, referring the issue of realignment of regions/adding a new region to an *ad hoc* committee comprised of one representative from each region and chaired by the Director of Membership, with their report presented at the 1998 Fall Convention.

FISCAL YEAR 1998-99

The following officers and directors were installed at the conclusion of the 1998 Spring Convention for the 1998-99 fiscal year:

President	Robin Solomon
Vice President and Director of Profession Development	Betty Zimpfer
Vice President and Director of Positions & Issues	Rae Allen
Vice President and Director of Membership	Sally Andress, RP
Secretary and Director of Operations	Melissa Morrissey-West
Treasurer and Director of Finance	Barbara Peppersack
Region I Director	Lee Davis
Region II Director	Karen Christenson
Region III Director	Susan Witherspoon, RP
Region IV Director	Kelly McKown, RP
Board Advisor	Kathey Mehle

Summary of Board Meetings

The Board of Directors met by conference call throughout the fiscal year to handle the business of NFPA, including, among other items: consideration of potential assistance to the Canadian Legal Assistants Association regarding getting the paralegal profession listed as a profession under the North American Free Trade Agreement (NAFTA).

The Board of Directors met on Thursday night, October 16, 1998, prior to the 1998 Fall Convention, and undertook the following actions: held an open forum for the delegates; discussion of the Conclave's definition of paralegal; consent calendar items, including closing of the Repository; development of an *ad hoc* committee to be established as a liaison to ATLA; discussion of relationship with CALE; welcomed the New Hampshire Paralegal Association as a voting member; a marketing survey to be distributed during the region meetings; announcement that 147 individuals have passed PACE to date; accepting resumes for a public member to the PACE Standards Committee; presentation by associations from Rochester, Indiana, Rhode Island and San Francisco as potential sites for a convention; two administrative resolutions were placed on the consent calendar.

The Board of Directors held its final board meeting on Thursday, April 22, 1999, before the Convention in New Orleans, Louisiana, and undertook the following actions: open forum held for the delegates to address the board with comments/concerns; oral reports given by the VPPD, VPPI, Director of Membership and the PACE Coordinator; and accepted the application of the Florida Association of Paralegals as a voting member, upon receipt of payment of dues

1998 Fall Convention

The 1998 NFPA Fall Convention, hosted by the Dallas Area Paralegal Association, was held at the Ramada Hotel in Fort Worth, Texas, on October 17-18, 1998.

Cynthia Minchillo, RP, Meeting Coordinator, of the Dallas Area Paralegal Association, welcomed the delegates to Dallas.

Sally Andress, RP, Director of Membership, presented the Cyberparalegal Award to Deidra Keels ; the 3M Paralegal of the Year Award to Cindy Arvanites ; and the Outstanding Local Leader Award to Deborah Baer McKinney, RP of the Cincinnati Paralegal Association.

Sylvia Lee, the Philadelphia Association of Paralegals, received the individual *Pro Bono* Award, together with a $1,000 check to be given to the *pro bono* project of her choice. The Illinois Paralegal Association was presented with the Association *Pro Bono* Award.

The Vice President and Director of Profession Development, the Vice President and Director of Position and Issues, the Secretary/Director of Operations, and the Director of Membership all presented oral reports to the delegates.

Sally Andress, RP, Chair of the *Ad Hoc* Realignment Committee, presented the committee's findings, and comments were solicited from the delegates.

Diane Gallo, PACE Coordinator, Past President Merle Isgett, RP, and Deborah McKinney, RP, made a PACE presentation. Diane Gallo asked for a "PACE Ambassador" from each association, and advised that she would train each Ambassador on all aspects of PACE.

Summary of Resolutions:

The delegates considered a number of resolutions, including: paralegal prison inmates; creation of a Corporate/Organizational Sustaining Membership category; amending the Bylaws related to student memberships; amending the Bylaws to define meetings of the delegate assembly as "policy meetings" and the annual policy meeting may also be referred to as the "Spring meeting" and all references to the term "mid-year" in the Bylaws be changed to "Fall"; creating an additional region, Region V, effective with the elections at the 1999 Spring Convention; board of directors marketing of PACE in accordance with NFPA's regulation policy; and adoption of eligibility for nomination as a Region Director.

1999 Spring Convention

The 1999 NFPA Spring Convention, hosted by the New Orleans Paralegal Association, was held at the Intercontinental Hotel in New Orleans, Louisiana, on April 24-25, 1999.

David Quidd, New Orleans Paralegal Association, welcomed the delegates to New Orleans.

Susan Kligerman Daughtery was presented with the William R. Robie Award.

The West Group presented scholarships to Rebecca F. Ganci from Hartford College for Women, Hartford, Connecticut, in the amount of $3500, and to Christine F. Delgado, a student at The College of St. Mary, Omaha, Nebraska, in the amount of $1500.

Brad Baber of Georgia and Sylvia Lee of Hawaii made presentations for future conventions.

Summary of Resolutions:

The delegates considered a number of resolutions, including: distance learning; amending the Bylaws regarding the composition of the board of directors, and limitations of holding office and initiating term limits for all officers and directors, except Region Directors.

FISCAL YEAR 1999-2000

The following officers and directors were installed at the conclusion of the 1999 Spring Convention for the 1999-2000 fiscal year:

President	Sally Andress, RP
Vice President and Director of Profession Development	Betty Zimpfer
Vice President and Director of Positions & Issues	Mary Kay Rivera, RP
Vice President and Director of Membership	Nohea Naka'ahiki, RP
Secretary and Director of Operations	Melissa Morrissey-West
Treasurer and Director of Finance	Jocelyn Acker, RP
Region I Director	Lee Davis
Region II Director	Fay Wilson-Gorring
Region III Director	Susan Witherspoon, RP
Region IV Director	Kelly McKown, RP
Region V Director	Jill Warner
Board Advisor	Robin Solomon

Summary of Board Meetings

The Board of Directors met immediately following the 1999 Spring Convention in New Orleans, Louisiana, and discussed the following items, among other things: continuing the undertaking of getting the paralegal profession listed with NAFTA; discussion of the idea of a plenary session and possibly changing the format of the convention to take effect with the 2000 Spring Convention; working with PES to market PACE; and appointing the following coordinators:

Editorial Coordinator	Robin Ostlund, RP
Legislative Coordinator:	Cynthia Minchillo, RP
Ethics and Professional Responsibility Co-Coordinators	Pat Lyons Elaine Kendall
Regulation Review Coordinator	Karen Linger
Special Projects Coordinator	Karen Belcher
Case Law Coordinator	Kimberly Adams
Inmate Research Coordinator	K.C. Sitz
State Bar Liaison Coordinator	Laurie Mansell, RP
UPL Research Coordinator	Dana Ober-Watts
CLE Coordinator	Dianna Smiley
Internet Coordinator	John Osborn
Records Coordinator	Barbara Peppersack
Repository Coordinator	Theresa Prater, RP
Membership Growth Coordinator	Carolyn Saenz
International Relations Coordinator	Laura Specht
Membership Benefits Coordinator	Wendi Rogers
Leadership Training Coordinator	Karen Christenson
Student Membership Coordinator	Karen Belcher
Association Management Coordinator	Connie Miksits
Special Projects Coordinator	Laura Ahtes
Nominations Chair	Sherry Berry

On January 22-23, 2000, the Board of Directors held its Winter Board Meeting at NFPA Headquarters in Kansas City, and discussed, among other things: sponsorship for the NFPA paralegal utilization video; potential for President Clinton to sign a proclamation declaring May 1 as National Paralegal Day; the possibility of holding a *Pro Bono* Conference; scheduling the Regulation Conference for March 12; and printing the *Reporter* six times per year commencing with the 2001 calendar year.

The Board of Directors held a telephone conference call on March 4, 2000, to discuss appointment of Sybil Taylor Aytch, RP and Laurel Y. Marvel to the PACE Standards Committee, among other items.

The Board of Directors held its final board meeting on Thursday evening, May 4, 2000, and undertook the following actions: approving the Gulf Coast Paralegal Association as a member; awarding the convention bids for the 2002 Fall Convention to Cleveland, and the 2003 Spring Convention to the Rhode Island Paralegal Association; and placing the sunsetting of the Repository Coordinator on the Consent Calendar.

1999 Fall Convention

The 1999 NFPA Fall Convention, hosted by the Georgia Association of Paralegals, was held at the Renaissance Hotel in Atlanta, Georgia, on October 9-10, 1999.

Brad Baber and Karen Belcher of Georgia Association of Paralegals gave a welcome address to the assembly.

Nohea Naka'ahiki, RP, Vice President and Director of Membership, together with a representative from CorpAmerica, presented the Paralegal of the Year Award to Carolyn Saenz of Cincinnati. A representative of the Affiliates and the VP/Director of Membership presented the *Pro Bono* Award to Laurie Mansell, RP of Pittsburgh. A representative of DynCorp and the VP/Membership presented the Outstanding Local Leader Award to Karen Belcher of Georgia.

The Consent Calendar was not approved, and the issue of the Repository was referred to committee for further review with a report due to the delegates at the 2000 Spring Convention.

Summary of Resolutions*:*

The delegates considered a number of resolutions, including: adopting the suspension and revocation of the RP credential; amending the Bylaws regarding limitations to holding office; adoption of the *pro bono* resolution to amended Canon 1.4 of the Model Code of Ethics and Professional Responsibility and Guidelines for Enforcement to include a statement regarding *pro bono* service, including a definition of "*pro bono publico*"; a consolidation of existing provisions regarding the Education Committee, and amending the Bylaws to provide for the election of the Education Coordinator and the ABA Approval Commission Representative on a staggered term basis; and setting out the qualification for a candidate for the position of Education Coordinator.

2000 Spring Convention

The 2000 NFPA Spring Convention, hosted by the Hawaii Paralegal Association, was held at the Ala Moana Hotel in Honolulu, Hawaii, on May 5-6, 2000.

The Hawaii Paralegal Association provided a Special Welcome to NFPA from Hawaii.

President Sally Andress, RP, gave the State of the Federation, which included NFPA's achievements during the year: production of a utilization of paralegals video; creation of the NFPA Consumer Education webpage; fifty (50) articles submitted for publication; the marketing of PACE; testimony presented in Georgia, Pennsylvania, California; and visits of Region Directors promoting NFPA's mission and networking; becoming listed as a profession under Chapter 16 of NAFTA; a pending resolution for a National Day for Paralegals before the United States Congress; and a challenge issued by the President – "to believe in the impossible. Start dreaming now. Be distinct or become extinct."

The Utilization of Paralegals video, prepared in conjunction with the ABA Standing Committee on Paralegals, was presented and shown to the delegation, and a copy was distributed to each association present to take back to their association to aid in marketing the profession.

The William R. Robie Leadership Award was presented to Mary Thomas, RP, Past President and a member of the Kansas Paralegal Association.

West Group scholarships were presented to Tali Simhoni in the amount of $1500, and George Roles in the amount of $3000.

The NFPA *Pro Bono* Coordinator, Laurie Mansell, RP, announced the winner of the NFPA *Pro Bono* Award slogan contest to Deborah Baer McKinney, RP – her winning entry was, "Paralegals Making a Difference."

Summary of Resolutions*:*

The delegates considered a number of resolutions, including: contents of the annual meeting minutes, to include the resolutions passed, the location of the meeting, the associations and names of delegates in attendance, board members and coordinators in attendance, names of all award winners, a full slate of candidates (opposed and unopposed), election results, a summary of major discussions and motions in regard to resolutions, and who or which association was leading those discussions; amending the Bylaws regarding Student Sustaining Members; resolving that the net income realized from the sale of all PACE-related materials and the net income realized from PACE registration fees and continuing legal education credits of PACE-related seminars are not be treated as non-dues income to NFPA, rather are to be used to offset the development and ongoing maintenance costs of PACE.

FISCAL YEAR 2000-01

The following officers and directors were installed at the conclusion of the 2000 Spring Convention for the 2000-01 fiscal year:

President	Sally Andress, RP
Vice President and Director of Profession Development	Susan Witherspoon, RP
Vice President and Director of Positions & Issues	Mary Kay Rivera, RP
Vice President and Director of Membership	Nohea Naka'ahiki, RP
Secretary and Director of Operations	Patricia Lyons
Treasurer and Director of Finance	Jocelyn Acker, RP
Region I Director	Lee Davis
Region II Director	Fay Wilson-Gorring
Region III Director	Karen Belcher
Region IV Director	Kelly McKown, RP
Region V Director	Kelly Reynolds
Board Advisor	Robin Solomon
Education Coordinator	Nancy Heller, RP

Summary of Board Meetings

The Board of Directors held numerous meetings by conference calls throughout the year, and discussed among other items: the Strategic Long-Range Plan and each board member's undertaking of two tasks from the Plan; made appointments to the NFPA Ethics Board; purchasing 75 tapes from Bob LeClair entitled, "NFPA – Setting the Standard of Excellence in the Paralegal Profession" for distribution at the Fall Convention; attendance at the AAfPE Annual Conference, and the Conclave; and evaluation of the criteria for the PACE Coordinator-Elect position.

The Board of Directors held a meeting on Thursday, September 21, 2000, before the Fall Convention, and undertook various action items, including: appointment of a NFPA Liaison to the ABA Standing Committee on *Pro Bono*, and the *Pro Bono* Coordinator was designated as this liaison; Theresa Prater, RP was appointed PACE Assistant Coordinator – Study Materials; and, the Middle Tennessee Paralegal Association was approved for voting membership.

The Board of Directors held its Winter Board Meeting on January 26, 2001, at NFPA Headquarters, in Kansas City, and discussed, among other items: adopting a new timeline for appointment of NFPA coordinators after the time of the convention rather than at the post-convention board meeting; agenda topics for convention; a report regarding legal nurse consultants for review by 2001 Spring Convention; attendance at AAfPE regional meetings; restructuring the timeline for appointment of the Legislative Coordinator to August when the legislative session are less busy; appointment of Susan Witherspoon, RP as PACE Coordinator-Elect; *Reporter* themes; compensation and benefits survey; region recommendations; progress and follow-up on NAFTA classification for paralegals; and updates to the strategic long-range plan.

2000 Fall Convention

The 2000 NFPA Fall Convention, hosted by the Pittsburgh Paralegal Association, was held at the Omni William Penn Hotel in Pittsburgh, Pennsylvania, on September 23-24, 2000.

Sally Andress, President, reported that the CorpAmerica Paralegal of the Year Award would be presented at the 2001 Spring Convention in order to elevate the award to similar status as the Robie Award, and the nominees were notified.

Laurie Mansell, RP, NFPA *Pro Bono* Coordinator, and Jane Murphy, The Affiliates Director for the Cleveland Office, presented the Individual Pro Bono Award to Lori Thompson of NCAPA, and the Association *Pro Bono* Award to the Pittsburgh Paralegal Association.

The PACE Coordinator gave her oral report regarding defending the PACE trademark against a challenge; creation of a PACE Ambassador's Award; and reported that there are 274 RPs.

Nohea Naka'ahiki, RP, Vice President and Director of Membership, presented DynCorp's Outstanding Local Leader Award to Lesley Cox, RP, Secondary, of the Indiana Paralegal Association.

Other board and coordinator reports were given. A presentation was made to the delegates by Robert (Bob) LeClair, Esq. who made a "dream challenge" to the delegates. Lu Hangley, Managing Director, and Tena Nichols, Assistant Managing Director, made a presentation regarding local association involvement on www.paralegals.org.

Summary of Resolutions*:*

The delegates considered a number of resolutions, including: amending 99-1 regarding the revocation of the PACE Credential; restructuring the national meetings due to the increased costs incurred by each member association to attend and limiting policy meetings to one per year, namely in the Spring of each year; amending 00-S3 at the 2000 Spring Meeting regarding meeting minutes; approving the investigation by the Roles & Responsibilities Coordinators be charged with identifying the similarities or differences between paralegals and legal nurse consultants with regard to criteria, functions, duties and responsibilities, code of ethics, certification criteria and process, among other items; and resolving that any individual who is qualified to take PACE as of December 31, 2000 through the work experience criteria under the grandparenting provision as stated in Resolution 94-M11 shall be allowed to sit for PACE.

2001 Spring Convention

The 2001 NFPA Spring Convention, hosted by the National Capital Area Paralegal Association, was held at the Georgetown University Conference Hotel, in Washington D.C., on April 21-22, 2001.

Guests included representatives of the American Bar Association (ABA), American Association for Paralegal Education (AAfPE), Legal Assistant Management Association (LAMA), California Alliance of Paralegal Associations (CAPA), and the magazine *Legal Assistant Today*.

Ms. Andress recognized all PACE Registered Paralegals (RPs) in attendance by asking them to stand for recognition.

Ms. Andress welcomed two new associations: from Virginia, the Fredericksburg Association of Legal Assistants (Fredericksburg), and from Florida, the Tampa Bay Paralegal Association (Tampa Bay). An association from Albany, New York, is expected to join by the Fall 2001 Convention. Ms. Andress noted that since the Convention held in New Orleans, there has been at least one new member association announced at each subsequent Convention.

Andrea Lupanze, RP, Host Coordinator and president of the National Capital Area Paralegal Association, welcomed the delegation to Washington D.C.

Xavier Rodriguez, Esq., a member of the ABA Standing Committee on Legal Assistants (SCOLA) presented the William R. Robie Leadership Award to Betty Zimpfer, RP, who received a standing ovation. Ms. Zimpfer has been a paralegal for approximately 30 years and is a past president of the Cincinnati Paralegal Association. She sat on the Development Committee for PACE and served two terms as VPPD.

Carolyn McKown, RP, reported that CorpAmerica had been acquired by Lexis/Nexis Document Services and that the new owner agreed to continue sponsorship of the Paralegal of the Year Award. Ms. McKown presented the 2001 Paralegal of the Year Award to Fawn Barnes of Phoenix, Arizona. Ms. Barnes has 20 years' experience with the Office of the Maricopa County Attorney, and is the paralegal supervisor for the County Attorney.

Lisa Gobich of West Group reported that scholarship applicants wrote essays on the topic, "What Happens When Equal Access to Justice Is Not Available?" and introduced the 2001 West Scholarship winners: the $3,500 Scholarship was awarded to Susan Rogers of Paxton, Massachusetts, and Melanie Christner of Enid, Oklahoma, received the $1,500 Scholarship.

Diane Soroko, PACE Coordinator, presented the first PACE Award to the Central Connecticut Paralegal Association (Central Connecticut). Joe Zebzda, RP, accepted the award on behalf of the association. Criteria for the award included mentoring study groups, marketing the PACE review course, publishing regular columns about PACE, and speaking at bar association functions. Central Connecticut established a PACE scholarship and sent letters to employers of successful RPs to emphasize their accomplishments.

At the conclusion of the Spring Convention, outgoing President Sally Andress, RP provided some parting tips: (1) Remember NFPA consists of two parts: the grassroots delegates and NFPA the corporation. Understand the concept and responsibility. This is what delegates elected the Board to do – conduct business. (2) As you address issues, figure out who is responsible for what. (3) Email can be a curse, as the writer's tone cannot be assumed. (4) Be kind to the board members, and don't second guess them. They are not perfect, but they have the best intentions of NFPA at heart.

Summary of Resolutions:

The delegates considered a number of resolutions, including: treatment of PACE income; award of CLE credits for *pro bono* work; amending and reconciling Resolutions 98-1 and 01S-09 regarding character and fitness criteria; adopting the Revised Model Act of

Licensure language on character and fitness; approving a statement that no suspended or disbarred attorneys work in the capacity and/or hold the title of paralegal or engage in/or perform any substantive work; discussion of the meeting format for one policy meeting per year; amending the Bylaws to preclude member of the board of directors from concurrently holding a position on their local association board of directors, except for a three-month transition period; and approving the VPPD to begin discussions with AAfPE on an entry/exit/assessment level exam pursuant to the resolution passed in 1997;

FISCAL YEAR 2001-02

The following officers and directors were installed at the conclusion of the 2001 Spring Convention for the 2001-02 fiscal year:

President	Lee Davis
Vice President and Director of Profession Development	Debbie Repass
Vice President and Director of Positions & Issues	Lesley G. Cox, RP
Vice President and Director of Membership	Carolyn Saenz
Secretary and Director of Operations	Patricia Lyons
Treasurer and Director of Finance	Jocelyn Acker, RP
Region I Director	Dianna Smiley
Region II Director	Fay Wilson-Gorring
Region III Director	Karen Belcher
Region IV Director	Mary Creekmore
Region V Director	Kelly Reynolds, RP
Board Advisor	Sally Andress, RP

Coordinators:

Following the Annual Meeting, the 2001-02 Board of Directors held its first telephone conference call on May 20, 2001, to appoint coordinators for the fiscal year. The following are a list of coordinator positions and those members appointed to fulfill the duties and responsibilities of those positions:

Coordinator Positions Reporting to the President:

Editorial Coordinator	Ann Birkhaus

Coordinator Positions Reporting to the VPPD:

PACE Assistant Coordinator – Education	Celia C. Elwell, RP
NAFTA Coordinator	Robin Solomon
CLE Coordinator	Theresa Prater, RP
Pro Bono Coordinator	Laurie Mansell, RP

Coordinator Positions Reporting to the VPPI:

Case Law Coordinator	Melany Pollock
Ethics and Professional Responsibility Coordinator	Anita Haworth, RP
Legislative Coordinator	Stephen P. Imondi, RP
Regulation Review Coordinator	Karen Linger
State Bar Liaison Coordinator	Helen Federline
UPL Research Coordinator	S. Kristine Farmer

Coordinator Positions Reporting to the VPDM:

Armed Forces Coordinator	Sharon Kellogg
Association Management Coordinator	Vicki Turner
International Relations Coordinator	Victoria “Nohea” Naka’ahiki, RP
Membership Growth Coordinator	Julie-Ann MacDonald
Student Membership Growth Coordinator	Jacqueline C. Prosperi
Leadership Training Coordinator	Kim Nichols, RP

Coordinator Positions Reporting to the Treasurer:

Foundation Coordinator	Lisa A. Ratzlaff, RP

Coordinator Positions Reporting to the Secretary:

Internet Communications Coordinator	Ella Capuano
Records Coordinator	Barbara Peppersack

Coordinator Positions Reporting to the Board Advisor:

Nominations Coordinator	Robin Solomon
Special Projects Coordinator	Laura Kryta

Summary of Board Meetings

The Board of Directors met following the 2001 Spring Convention, and undertook various matters related to the transition of board member and NFPA business, including: MBNA credit card member benefit negotiations; region activities and concerns; preparation of press releases; attendance at the Conclave meeting by the president and VPPD, among other items.

Throughout the year, the Board of Directors met by conference call to discuss, among other things, the following: convention planning; association management workshops; potential to develop and promote a national paralegal day; *Reporter* advertising and themes for 2003 issue; creation of a Online Legal Book Club (by chat); promotion of NFPA awards; appointing Lisa Newcity to the NFPA Ethics Board; discussion of PACE; discussion of marketing of NFPA; and region reports.

The Board of Directors held a board meeting on May 2, 2002 prior to the commencement of the 2002 Spring Convention, and discussed the following items, among others: administrative resolutions and the Consent Calendar; an open forum to discuss any concerns raised by the delegates; consideration of continued participation in the Conclave; and various board reports.

2001 Fall Convention

The 2001 NFPA Mid-Year Meeting was to have been hosted by the Paralegal Association Rochester, and to have held at the Four Points Sheraton Hotel in Rochester, New York, on September 13-16, 2001, but the tragic events of September 11, 2001 precluded this Fall Convention from being held.

2002 Spring Convention

The 2002 NFPA Annual Meeting, hosted by the Indiana Paralegal Association, was held at the Marriott Hotel in Indianapolis, Indiana, on May 4-5, 2002.

Guests included representatives from: the American Bar Association (ABA), American Association for Paralegal Education (AAfPE), Legal Assistant Management Association (LAMA), *Legal Assistant Today*, and Rajmonda Bozo, a paralegal from Albania.

The official passing of the torch was made from the Paralegal Association of Rochester Host Coordinator, Susan Ippoliti, of the Fall 2001 NFPA Convention to the 2002 Spring Convention Host Coordinator, Linda Hightshue, of the Indiana Paralegal Association.

Linda Hightshue, Host Coordinator of the Indiana Paralegal Association, welcomed everyone to Indiana.

The 2002 William R. Robie Leadership Award was presented to Sally Andress, RP. Ms. Andress was presented with the award and dossier, and thanked the assembly for the award. Ms. Andress was the immediate past president of NFPA, and the board advisor to the 2001-2002 NFPA Board of Directors.

Kelly McKown, RP of CorpAmerica presented the CorpAmerica Paralegal of the Year Award to Susan Wittenberg, a Grant and Contract Specialist II with the Fred Hutchinson Cancer Research Center in Seattle, Washington.

Carolyn Saenz, Vice President and Director of Membership, presented the DynCorp Outstanding Local Leader Award to Kim Nichols, RP, a member of the Cincinnati Paralegal Association.

A representative of West Publishing Company presented scholarship awards to recipients Amjed B. Qamar of Dublin, Ohio, winner of the $3,500 scholarship, and Christina A. Pratt of Marlborough, Massachusetts, winner of the $1,500 scholarship.

Susan Witherspoon, RP, PACE Coordinator, presented the PACE Ambassador's Award to the Central Connecticut Paralegal Association and the association's PACE Ambassador, Sharon Mason, RP.

Laurie Mansell, RP, *Pro Bono* Coordinator, presented the Individual *Pro Bono* Award to Valerie Chaffin. The Association *Pro Bono* Award was presented to the National Capital Area Paralegal Association (NCAPA) and was accepted by Andrea Lupanze, RP, President of NCAPA.

Summary of Resolutions:

The delegates considered a number of resolutions, including: the venue and timing of the NFPA Regulation Conference, and that the conference will be held at various geographic locations throughout the country, as determined by the board of directors; resolving that 01-S-07 was intended to include anything and everything related to PACE; that the PACE Coordinator will research the cost, benefits and procedures for determining the fees to charge on various PACE items to break even on the cost of PACE, and determine if it is financially feasible to develop Tier II; that any contract entered into by the Board of Directors shall not exceed three (3) years; establishing an *ad hoc* committee for the purpose of investigating the feasibility of an assessment of NFPA; resolution regarding formation of new local associations in the geographic area of member associations and providing notice to the affected associations; adopting the American Society of Corporate Secretaries guidelines for keeping minutes of the Federation; resolving that NFPA members shall aspire to twelve (12) hours of CLE, including at least one (1) hour of ethics, to be completed every two (2) years; adopting a Statement on Faculty Qualifications; approving the creation of a Viewing Notebook for review by voting members of voting member associations, and the contents of the Viewing Notebook shall contain NFPA's strategic long range plan, marketing plan, contracts and legal opinions (except those deemed privileged); reaffirming 95M-4 – that "paralegal" is the preferred term for this profession; and, amending the Bylaws regarding open meetings and executive session.

FISCAL YEAR 2002-03

The following officers and directors were installed at the conclusion of the 2002 Spring Convention for the 2002-03 fiscal year:

President	Laurie Mansell-Reich, RP/ Karen Belcher, RP
President and Director of Profession Development	Karen Belcher, RP/Lesley G. Cox, RP
Vice President and Director of Positions & Issues	Lesley G. Cox, RP/Stephen P. Imondi, RP
Vice President and Director of Membership	Carolyn Saenz/Elva Gonzalez
Secretary and Director of Operations	Patricia Lyons
Treasurer and Director of Finance	Barbara Wallace/Victoria Kimbrough/Anita Haworth, RP
Region I Director	Dianna Smiley, RP
Region II Director	Holly Manlove
Region III Director	Anita Haworth, RP/Jane Phinney, RP
Region IV Director	Laura Ahtes/Tom Bruno
Region V Director	Mary Ann Alberino
Board Advisor	Lee Davis/Sally Andress, RP

Coordinators:

Following the Annual Meeting, the 2002-03 Board of Directors held its first telephone conference call on May 19, 2002, to appoint coordinators for the fiscal year. The following are a list of coordinator positions and those members appointed to fulfill the duties and responsibilities of those positions:

Coordinator Positions Reporting to the President:

Chair, Ad Hoc Committee on Consumer Education	Evelyn P. Gomez
Editorial Coordinator	Jose Pedro Santos

Coordinator Positions Reporting to the VPPD:

PACE Assistant Coordinator – Ambassador	Jocelyn L. Acker, RP
PACE Assistant Coordinator – Study Materials	Deborah Worthington, CLA
PACE Assistant Coordinator – Education	Celia C. Elwell, RP
NAFTA Coordinator	Robin I. Solomon
Continuing Legal Education Co-Coordinators	Gwen Minnier, ACLA Theresa Prater, RP
Pro Bono Co-Coordinators	James West Kathleen S. Partovi

Coordinator Positions Reporting to the VPPI:

Legislative Coordinator	Stephen P. Imondi, RP
Ethics and Professional Responsibility Coordinator	Mary L. Creekmore
Regulation Review Coordinator	Karen Linger
Case Law Coordinator	Melany Pollock
Bar Association Coordinator	Helen Federline
UPL Research Coordinator	S. Kristine Farmer

Coordinator Positions Reporting to the Secretary:

Internet Communications Co-Coordinators	Celia C. Elwell, RP
	Cheryl C. Foote
Records Coordinator	Barbara Peppersack

Coordinator Positions Reporting to the VPDM:

International Relations Coordinator	Victoria "Nohea" Naka'ahiki, RP
Leadership Training Coordinator	Linda Hightshue
Membership Growth Coordinator	Julie-Ann A. MacDonald
Member Benefits Coordinator	Mary McLaughlin
Armed Forces Coordinator	Jane Phinney, RP
Association Management Coordinator	Patricia C. Gagnon, RP

Coordinator Positions Reporting to the Board Advisor:

Nominations Coordinator	Robin Solomon
Special Projects Coordinator	Laura Krytra

Summary of Board Meetings

On May 6, 2002, following the 2002 Spring Convention, the incoming Board of Directors met to discuss, among other items, the following: 2002 Fall Convention planning; appointing Dianna Smiley as Chair of the Region Directors; review of the calendar for the year; scheduling of a conference call to appoint coordinators; region issues and concerns; and discussion regarding the Assessment ad hoc committee.

On June 29 – July 1, 2002, the Board of Directors held its Summer Board Meeting, and discussed, among other things: board training; region reports; calendar, planning and board travel for the year; procedures for the appointment of coordinators; PACE issues and updating of the PACE practice disk; revising the criteria for the PACE Ambassador award; NFPA trademarks; creation of a 24-hour response deadline to questions posed to the Board of Directors; a proposed agenda topic regarding appointment of NFPA Board Advisor if the immediate past president is unable or unwilling to serve; membership benefits; appointing Lisa Newcity as the Chair of the Ethics Board; non-dues income items; report of the Assessment *Ad Hoc* Committee; discussion of payment of award winners expenses and amending Section 22.23D of the Procedures Manual; discussion of evaluation of the management company pursuant to the Procedures Manual; revising the awards criteria stating that a current NFPA board member would not be eligible to receive the Robie Award; and region issues.

On September 29 and 30, 2002, the Board of Directors held a board meeting following the conclusion of the 2002 Fall Convention, and discussed, among other things, the following: region updates and concerns; issues and concerns regarding *The Reporter* and its profitability; trademark items; discussion of soliciting nominations for open Board and coordinator positions through the various NFPA listservs; discussion of Assessment *Ad Hoc* Committee; and discussion of the future of the Federation.

On January 17-19, 2003, the NFPA Board of Directors held its Winter Board Meeting at NFPA Headquarters in Kansas City, and discussed, among other things, the following items: planning for the 2003 Annual Meeting, including agenda topics; ways to improve communications between the Board of Directors and the delegates; planning for the budget for the next fiscal year; region reports; member benefits; concerns regarding the management company and the contract with the management company; concerns regarding *The Reporter*

budget and finances; and discussion of the Assessment to be conducted at the 2003 Annual Meeting in Rhode Island by Tecker & Associates.

2002 Fall Convention

The 2002 NFPA Fall Convention, hosted by the Cleveland Association of Paralegals, was held at the Holiday Inn Select in Strongville (Cleveland), Ohio, on September 28-29, 2002.

Irene Yakovlevich, 2002 Fall Convention Host Coordinator for the Cleveland Association of Paralegals, presented the welcome address and Annual Convention Report.

Carolyn Saenz, Vice President and Director of Membership, noted that DynCorp, sponsor of the Outstanding Local Leader Award, was unable to send a representative to the meeting. On behalf of DynCorp, Saenz presented the award to Sybil Taylor Aytch, RP, of Phoenix, Arizona. Ms. Taylor-Aytch was not present due to a prior commitment. The award was accepted by the primary of Arizona Association of Professional Paralegals on behalf of Ms. Taylor-Aytch.

Marian Crapanzano, *Pro Bono* Co-Coordinator, introduced Sharon Jurec, division director of the Cleveland office of The Affiliates, sponsor of the two *pro bono* awards (individual and association). Ms. Jurec presented the Individual *Pro Bono* Award to Karen Wolfley, RP, of the Indiana Paralegal Association. Ms. Jurec then presented the Association *Pro Bono* Award to the Georgia Association of Paralegals, which was accepted by Gina S. Farley on behalf of the association.

Summary of Resolutions*:*

The delegates considered numerous resolutions, including: *pro bono* services; a Bylaw amendment regarding filling the vacancy of a Region Director; and amending the Bylaws to allow for the appointment of a board advisor if the immediate past president is unable or unwilling to serve in such capacity.

2003 Annual Convention

The 2003 NFPA Annual Meeting, hosted by the Rhode Island Paralegal Association, was held at the Hyatt Regency Hotel in Newport, Rhode Island, on March 28-29, 2003.

The guests included Joan F. Spadoni, President-Elect of American Association for Paralegal Education.

Patricia Lyons, RP, 2003 Spring Convention Host Coordinator for the Rhode Island Paralegal Association, introduced the Host Association Convention Committee, thanked them for their hard work, and presented the Welcome Address and Annual Convention Report.

Karen Belcher, RP, NFPA President, presented the State of the Federation. She discussed the history of NFPA and its major accomplishments and changes experienced through the years. Although some associations have withdrawn, NFPA still has 55 strong associations and over 13,000 members. She believed certain issues should be addressed by NFPA, including: exempt/non-exempt status; tiering, as some employers and employment agencies are trying to categorize paralegals into levels in response to client demand. Ms.

Belcher also mentioned each of the Board members and provided a one word description of each during their terms on the NFPA Board. She also asked each of the attendees to think and answer questions such as: What is the state of the Federation? How will NFPA react to change? How will NFPA members react to challenges? President Belcher stated that there are many challenges to members and to the incoming board, and it is important to define who and what we are in the Federation. What do we want to be: a service-based or knowledge-based Federation? We need to determine if the Board or delegates are to be NFPA's administrative arm and who is to create policy? We all need to throw caution to the wind and set priorities in the best interest of NFPA. In closing, Ms. Belcher challenged all members to inspire others in the legal community by their thoughts and actions, and thanked everyone for giving her the opportunity to serve as NFPA's President.

In Memoriam. NFPA began a tradition last year to recognize deceased members of NFPA and asked a representative of each association to share something about their lost member with the assembly. Those deceased members of NFPA honored during the memorial were: Dorothy Hart Connelly, Paralegal Association of Rochester; Dina DeMaio, Rhode Island Paralegal Association; Victoria Kimbrough, Rocky Mountain Paralegal Association and NFPA Treasurer 2002-2003; and Dawn Moon, Middle Tennessee Paralegal Association.

Lesley Cox, RP, Vice President, Positions and Issues, introduced Janet Marko of West to make the presentation of the scholarship awards to Dorothy L. Baran, who received a scholarship in the amount of $1,500; and Christine M. Parizo of Natick, MA, who received the $3,500 scholarship.

Lori Thompson, *Pro Bono* Co-Coordinator, introduced Camille Dombrowski, representative of The Affiliates, who presented the Individual *Pro Bono* Award to Jennifer Pelzman together with a donation of $1,000 for her *pro bono* project. Ms. Dombrowski then presented the Association *Pro Bono* Award to the Middle Tennessee Paralegal Association and Teresa Grooms, President and Primary, who accepted the award and a $500 check for the association's *pro bono* project.

Lesley Cox, RP, Vice President and Director of Profession Development, presented the PACE Ambassador Award to Renee Cipriani, RP of the Cincinnati Paralegal Association.

Elva Gonzalez, Vice President and Director of Membership introduced Rick Connaughton of DynCorp, who presented the DynCorp Outstanding Local Leader Award to Karen Mason of the Illinois Paralegal Association.

Kelly McKown, RP of LexisNexis presented the Paralegal of the Year Award to Kimberly Underwood, RP of the Greater Lexington Paralegal Association.

Lisa Newcity, Esq., NFPA Ethics Board Chair and member of AAfPE, presented a Professional Concepts Forum, and discussed the trends across the U.S. relating to legal nurse consultants, nurse paralegals, education and some students enrolling in paralegal studies as preparation for law school. AAfPE has put together two surveys that are available on their website. She also discussed the growing need for paralegals to be well versed in technology.

Beth King, RP, Chair of the *Ad Hoc* Committee for the NFPA Assessment, provided an overview of the Committee's work with the Tecker Presentation on Thursday, March 27, 2003 "Strategic Thinking."

Summary of Resolutions:

The delegates considered numerous resolutions, including: amendment of PACE educational criteria; amending the conflict of interest provision; approving the reduction of the number of in-person board meetings held annually; adopting a resolution regarding default payments; amending the limitations of holding office as an officer; providing for electronic notice; requiring a ¾ super majority when acting against the advice of professionals and in breaking/breeching contractual obligations; amending the quorum requirement for policy meetings; adopting a policy statement on formation of new local associations; requiring the presentation of a balanced budget by the Treasurer/Director of Operations to the delegates for approval; amending sustaining member benefits; and approval of membership to members of the Armed Forces.

FISCAL YEAR 2003-04

The following officers and directors were installed at the conclusion of the 2003 Annual Meeting for the 2003-04 fiscal year:

President	Dianna Smiley, RP
Vice President and Director of Profession Development	Janice Amato
Vice President and Director of Positions & Issues	S. Kristine Farmer
Vice President and Director of Membership	Elva Gonzalez
Secretary and Director of Operations	Colette Lemke
Treasurer and Director of Finance	John Kastan
Region I Director	Beth L. King, RP
Region II Director	Holly Manlove
Region III Director	Irene Yakovlevich
Region IV Director	Elaine Patton, RP
Region V Director	Tina Wiles
Board Advisor	Karen Belcher, RP

Coordinators:

Following the Annual Meeting, the 2003-04 Board of Directors held its first telephone conference call on May 10, 2003, to appoint coordinators for the fiscal year. The following are a list of coordinator positions and those members appointed to fulfill the duties and responsibilities of those positions:

Coordinator Positions Reporting to the Board Advisor:

Nominations Coordinator	Karen Mascola
Special Projects Coordinator	Sue Figurski

Coordinator Positions Reporting to the VPPD:

NAFTA Coordinator	Robin Solomon
Consumer Education Coordinator	Marianne Alberino
CLE Co-Coordinator	Susan Gleason
Pro Bono Co-Coordinators	Lori Thompson
	Raeann Bromark
ABA *Pro Bono* Liaison	Lori Thompson
PACE Assistant Coordinator – Ambassador	Jo Acker, RP
PACE Assistant Coordinator – Study Materials	Kelly Montgomery, RP
PACE Assistant Coordinator – Education	Celia Elwell, RP
PACE Assistant Coordinator – Public Relations	Anita Haworth, RP

Coordinator Positions Reporting to the VPPI:

Legislative Coordinator	Roxanne Baxter
Ethics & Professional Responsibility Coordinator	Anita Haworth, RP
Regulation Review Coordinator	Susan G. Ippoliti
Case Law Coordinator	Stephen P. Imondi, RP
MDP/MJP Coordinator	Lesley Cox, RP
Bar Association Coordinator	Helen Federline
Special Research Coordinator	Wayne Akin

Coordinator Positions Reporting to the VPDM:

International Relations Coordinator	Finola M. Harte
Membership Growth Coordinator	Isabel Quintana
Member Benefits Coordinator	Mary McLaughlin
Student Membership Growth Coordinator	Laura L. Schnurpel
Armed Forces Coordinator	Charlene Healy
Association Management Coordinator	Yvonne Lewis, RP, CLA

Coordinator Positions Reporting to the Secretary:

Book Club Co-Coordinators	Jennifer Sybyl
	Stephanie Colabianchi
Internet Communications Co-Coordinator	Suellen K. Honeychuck, RP
Records Coordinator	Barbara Peppersack

Summary of Board Meetings

The Board of Directors met on March 30-31, 2003, following the 2003 Annual Meeting, in Newport, Rhode Island, and discussed the following, among other items: preparation of press releases regarding certain events and resolutions adopted at the Annual Meeting; review of adopted resolutions to determine whether board action items are necessary to implement policy adopted by the delegates; discussion regarding the Assessment, and planning for the Strategic Planning session to take place during the summer board meeting; discussion of a timeline to appoint coordinators; appointment of Holly Manlove as the Chair of the Region Directors; planning for board training and the summer board meeting; discussion of events and deadlines; region reports and board reports; and discussion of the contract negotiations with the management company.

Throughout the year, the Board of Directors held conference calls and approved action items by unanimous consent, including but not limited to: ceasing contract negotiations with its management company after reaching impasse; entering into an association management contract with Cantrell & Associates; presenting a Legislative Workshop at the 2004 Annual Meeting;

On July 19-20, 2003 in Kansas City, Missouri, the Board of Directors held its Summer Board Meeting, at which it discussed and considered the following items, among others: presentations by entities interested in providing association management services to NFPA; process of sending requests for proposals for new management company; report of the acting interim managing director; discussion of status of planning the 2004 Annual Meeting in Nashville; site planning for the 2005 Annual Meeting in Las Vegas; travel and attendance at various legal-related meetings and events; region reports and concerns; board reports; report of the PACE *Ad Hoc* Committee; sunsetting of the Legislative Cyberarian Coordinator position; discussion of conducting leadership training workshops at region meetings; negotiating and finalizing a contract with Cantrell & Associates as NFPA's management company; adopting the contract with ROI for services as managing editor and publisher of *The Reporter*.

On January 16-18, 2004, the Board of Directors met in Las Vegas, Nevada, for its Winter Board Meeting, and discussed the following items, among others: budget preparing and planning; PACE income and expenses; announcing NFPA's 30th Anniversary in all printed materials; redesign and updating of the NFPA website; updating the Procedures Manual;

planning for the 2005 Annual Meeting; region reports; board reports; report of the PACE Foundation; and discussion of the Strategic Plan and implementation.

On April 1, 2004, prior to the 2004 Annual Meeting, the Board of Directors held its last board meeting in Nashville, Tennessee, and discussed, among other items: awarding the hosting of the 2006 Annual Meeting to the Illinois Paralegal Association; administrative resolutions and items for the Consent Calendar; discussion of PACE Study Manual, 4th edition; offering the PACE Practice Examination via the Internet for a fee of $50; appointing Celia Elwell, RP as PACE Coordinator-Elect; report of the PACE *Ad Hoc* Committee; open forum by the delegates to discuss the Salary Survey and the Strategic Plan; and, sunsetting the MDP/MJP Coordinator position.

2004 Annual Meeting

The 2004 NFPA Annual Meeting, hosted by the Middle Tennessee Paralegal Association, was held at the Doubletree Hotel in Nashville, Tennessee, on April 3-4, 2004.

Guests to the 2004 Annual Meeting included Ron Goldfarb, President-Elect of the American Association for Paralegal Education; Carolyn Saenz and Deborah Baer-McKinney, RP from the American Alliance of Paralegals; and Cyndi Adams, President of the California Alliance of Paralegal Associations. There were observers from the Middle Tennessee Paralegal Association, Cincinnati Paralegal Association and the Paralegal Association of Wisconsin. The winner of the Corporate Creations Survey contest, Karen Furman, was also present as NFPA's guest.

Kathy Teague, 2004, Annual Convention Host Coordinator for the Middle Tennessee Paralegal Association, introduced the Host Association Convention Committee, thanked them for their hard work and presented the Welcome Address.

The West Scholarship Awards were presented to Rachel Manders, student at Hamilton College's Paralegal Program, Cedars Falls, IA who received the $1,500 scholarship; and Caroline Zelonka, a student at Northeastern University's Paralegal Program, Boston, MA, who worn the $3,500 scholarship.

Cathleen Kohr, Central Pennsylvania Paralegal Association, received the Individual *Pro Bono* Award and a check for $1,000 for her *pro bono* project. The National Capital Area Paralegal Association received the Association *Pro Bono* Award, together with a check for $500 to be used for their *pro bono* project.

The PACE Ambassador Award was presented to Ann Price, RP, member of the National Capital Area Paralegal Association.

The Outstanding Local Leader Award was presented to Allen F. Mihecoby, RP, of the Dallas Area Paralegal Association.

The William R. Robie Leadership Award as presented to Wendi A. Rogers, CLA, member and past delegate of the Dallas Area Paralegal Association.

Beth King, RP, Region I Director, made a PowerPoint presentation on the Tecker Strategic Plan, which when finalized will be available to member associations.

Summary of Resolutions:

The delegates consider numerous resolutions, including: amending the Bylaws to provide for corrective amendments; amending the Bylaws to amend the section related to quorum of the NFPA board; amending the Bylaws to allow for other past board members to serve as the Board Advisor if the past president is unable to serve; amending the Bylaws regarding action by the Board of Directors without a meeting; discussion of exempt/non-exempt status of paralegals; discussion of legal document preparers; and amending the Bylaws to allow for delegates to vote via email.

FISCAL YEAR 2004-05

The following officers and directors were installed at the conclusion of the 2004 Annual Meeting for the 2004-05 fiscal year:

President	Dianna Smiley, RP
Vice President and Director of Profession Development	Holly Manlove
Vice President and Director of Positions & Issues	S. Kristine Farmer
Vice President and Director of Membership	Susan G. Ippoliti
Secretary and Director of Operations	De Dishman
Treasurer and Director of Finance	Anita Haworth, RP
Region I Director	Beth L. King, RP
Region II Director	Debra Hindin-King
Region III Director	Irene Yakovlevich
Region IV Director	Elaine Patton, RP
Region V Director	Tina Wiles
Board Advisor	John Kastan

Coordinators:

Following the Annual Meeting, the 2004-05 Board of Directors held its first telephone conference call on April 30, 2004, to appoint coordinators for the fiscal year. The following are a list of coordinator positions and those members appointed to fulfill the duties and responsibilities of those positions:

Coordinator Positions Reporting to the VPPD

Roles & Responsibilities Coordinator	Barbara Holmes
CLE Co-Coordinators	Allen Mihecoby, RP
	Theresa A. Prater, RP

Coordinator Positions Reporting to the VPPI

Special Research Coordinator	Wayne Akin
UPL Research Co-Coordinators	Valerie Dolan
	Scherry Elson
Case Law Coordinator	Stephen P. Imondi, RP
	Georgette Lovelace

Coordinator Positions Reporting to the VPDM

International Relations Coordinator	Kelly Montgomery, RP
Leadership Training Co-Coordinators	Andrea Shindelbower

Coordinator Positions Reporting to the Secretary

Internet Coordinator	Suellen Honeychuck, RP
Intellectual Property Coordinator	Wayne Akin
Records Coordinator	Barbara Peppersack

Coordinator Positions Reporting to the Board Advisor

Strategic Planning Committee	Cheri Foote

Summary of Board Meetings

Following the 2004 Annual Meeting, on April 4-5, 2004, the Board of Directors met in Nashville, Tennessee, and discussed, among other items, the following: board training of new board members; nominations procedures; media guidelines; calendar of upcoming events and deadlines; planning for a leadership workshop in conjunction with the Summer Board Meeting; appointing Beth King, RP, as Chair of the Region Directors; update on the management company; approval of the disaster recovery plan; sunsetting the Book Club Coordinator position and the NAFTA Coordinator position; extending the PACE *Ad Hoc* Committee for one additional year; appointing Celia Elwell, RP, as PACE Coordinator; charging the Special Research Coordinator with researching the issue of outsourcing of paralegal services overseas; discussion of exempt/non-exempt issue; region reports; board reports; and discussion of the Strategic Plan.

On July 30-31, 2004, the Board of Directors held its Summer Board Meeting in New York, New York, and discussed, among other items, the following: adopting themes for *The Reporter* for 2005; proposal for updating and printing NFPA brochures; creation of the Strategic Planning Committee as a standing committee, reporting to the Board Advisor; charging the Marketing Committee with creation and distribution of an outline for an action plan; financial status and budget updates; a possible dues increase; PACE Foundation; proposed NFPA Mission Statement; creating an FAQ section on the website regarding NFPA's response to the Department of Labor and the proposed revisions to the Fair Labor Standards Act; appointing Stephen P. Imondi, RP as Chair of the Ethics Board; membership of Navy JAG paralegals and inviting Command Master Chief of the Navy JAG, Stephen S. DiStefano to attend the 2005 Annual Meeting; and, streamlining the nominations procedures.

Throughout the year, the Board of Directors held conference calls and approved items by way of unanimous consent regarding the following items, among others: coordinators to attend the Winter Board meeting; PACE Workshop and booth at 2005 Annual meeting; formation of the Navy Legalmen Association; and, contacting the U.S. Marine Corp about possible membership in NFPA.

On January 14-15, 2005, the Board of Directors held its Winter Board Meeting in Seattle, Washington; appointing Dianna Smiley, RP as Interim PACE Coordinator; discussion of the NFPA budget and goals to increase non-dues income, changes to the fiscal year, and creation of a 6-month and 12-month budget should the delegates approve the change in the fiscal year; discussion of holding a Regulation Review Conference; submitting a discussion topic for the delegates regarding outsourcing; developing a position statement on legal document preparers for consideration by the delegates; discussion of the Navy Legalmen Association hosting the Leadership Conference in Washington D.C.; and further building of military membership.

The Board of Directors held its last board meeting on April 28, 2005, before the commencement of the 2005 Annual Meeting in Las Vegas, Nevada, and discussed among other items, the following: administrative resolutions and the consent calendar; accepting the bid from the Tampa Bay Paralegal Association for the 2007 Annual Meeting; and, Andrea Lupzane, RP, gave the report of the Foundation for the Advancement of the Paralegal Profession.

Member Association(s) Update:

The NFPA Board of Directors unanimously consented and approved the Bylaws and application for membership of the Springfield Paralegal Association, the Navy Legalmen Association, and the Carolina Paralegal Association.

2005 Annual Meeting

The 2005 NFPA Annual Meeting, hosted by the Paralegal Association of Southern Nevada, was held at the Golden Nugget Hotel in Las Vegas, Nevada, on April 30-May 1, 2005.

The guests of the 2005 Annual Meeting included representatives of AAfPE, The California Alliance of Paralegal Associations, The American Alliance of Paralegals, and *Legal Assistant Today* magazine.

Forty-Four (44) associations were credentialed and present and a quorum was declared.

Dianna Smiley, RP, President, presented her State of the Federation address and provided an update of the implementation of the Strategic Plan, as well as development of a Marketing Plan.

The West Scholarship Awards were presented to Christy Alia who received the $3,500 scholarship and Sharon Helgeson who received the $1,500 scholarship.

Michele Boerder was awarded the Lexis Nexis Paralegal of the Year.

The PACE Ambassador Award was presented to San Francisco Paralegal Association.

The Outstanding Local Leader Award was presented to Lourdes Bugarin, of the Dallas Area Paralegal Association.

Summary of Resolutions*:*

The delegates considered a number of resolutions, including: amending the Bylaws to change the fiscal year of the Federation to the calendar year; increasing association membership dues; adopting the definition of “continuing legal education”; amending the definition of “substantive” legal work; amending Resolution 87-16, the definition of paralegal; amending the Bylaws to create the position of Vice President and Director of PACE to become effective at the 2006 Annual Meeting; amending the Bylaws to prohibit coordinators from holding a position on the board of another national paralegal association; amending the Bylaws to provide for staggered two-year terms for the Board of Directors to begin in 2006; adopting a position on legal document preparers; adopting an administrative resolution to divide the profits from PACE fifty-fifty (50/50) between NFPA for the maintenance and marketing of PACE and the Foundation for the Advancement of the Paralegal Profession; adopting a position statement regarding paralegal outsourcing.

NOTE: Pursuant to Resolution 05-02 NFPA's fiscal year shall be the twelve month period from January 1 through the following December 31. Said resolution took effect immediately. Therefore, beginning with January 1, 2006, the fiscal year runs concurrent to the calendar year.

NOTE ALSO: Pursuant to Resolution 05-07, NFPA officers and directors shall serve 2 year, staggered terms beginning in 2006 (not including Directors of Regions). To accomplish this, the NFPA President, Vice President and Director of Positions and Issues, Secretary and Director of Operations, and the Vice President and Director of PACE elected to office in 2006 shall serve two years or until the annual meeting in 2008. All other officers and directors elected in 2006 shall serve one year or until the annual meeting in 2007.

In 2007, the Vice President and Director of Profession Development, the Vice President and Director of Membership, and the Treasurer and Director of Finance so elected shall serve two years or until the annual meeting in 2009.

FISCAL YEAR 2005-06

The following officers and directors were installed at the conclusion of the 2005 Annual Meeting for the 2005-06 fiscal year:

President	S. Kristine Farmer, RP
Vice President and Director of Profession Development	Beth L. King, RP
Vice President and Director of Positions & Issues	Wayne Akin
Vice President and Director of Membership	Susan G. Ippoliti
Secretary and Director of Operations	Kelly Montgomery, RP
Treasurer and Director of Finance	Anita G. Haworth, RP
Region I Director	De Dishman
Region II Director	Debra Hindin-King
Region III Director	Linda McGirr
Region IV Director	Elaine Patton, RP
Region V Director	Sharon S. Spinelli
Board Advisor	Holly Manlove

Coordinators:

Following the Annual Meeting, the 2005-06 Board of Directors held its first telephone conference call on May 21, 2005, to appoint coordinators for the fiscal year. The following are a list of coordinator positions and those members appointed to fulfill the duties and responsibilities of those positions:

Coordinator Positions Reporting to the President:

Editorial Committee (Region I)	Brad Peterson

Coordinator Positions Reporting to the Board Advisor:

Professional Advocacy Coordinator	Jane Sakiewicz, RP
Strategic Planning Chair	Connie Miksits, RP

Coordinator Positions Reporting to the Vice President & Director of Profession Development:

Education Coordinator (elected)	Kathy Jordan, RP
Consumer Education Coordinator	Cynthia Synhorst, RP
Roles & Responsibilities Coordinator	Barbara Holmes
Technology Coordinator	Katrina Bakke
CLE Co-Coordinator	Theresa Prater, RP
CLE Co-Coordinator	Amy Nailen
Pro Bono Coordinator/ABA *Pro Bono* Liaison	Lori Thompson
PACE Assistant Coordinator – Ambassadors	Ann Price, RP
PACE Assistant Coordinator – Study Materials	Victoria Newman, RP
PACE Assistant Coordinator – Public Relations	Kathleen Miller, RP
PACE Assistant Coordinator – Renewals	Suellen Honeychuck, RP
PACE Assistant Coordinator – Education	Cindy Welch, RP
Foundation for the Advancement of the Paralegal Profession	Andrea Lupanze, RP

Coordinator Positions Reporting to the Vice President & Director of Positions and Issues:

Bar Association Coordinator	Helen Federline
Case Law Coordinator	Georgette M. Lovelace
Ethics and Professional Responsibility Coordinator	Kay Redburn
Legislative Coordinator	Brenda Cothray
Regulation Review Coordinator	Jane Sakiewicz, RP
Unauthorized Practice of Law Research Co-Coordinator	Valerie Dolan
Unauthorized Practice of Law Research Co-Coordinator	Vacant
Special Research Coordinator	Lesley Cox, RP

Coordinator Positions Reporting to the Vice President & Director of Membership:

Armed Forces Coordinator	Charlene Healy, RP
Association Management Coordinator	Tina Wiles
International Relations Coordinator	Jose Pedro Santos
Leadership Training Co-Coordinators	Anne Rosenthal
	Andrea Shindlebower
Member Benefits Coordinator	Mary McLaughlin
Membership Growth Coordinator	Isabel Quintana
Student Membership Growth Coordinator	Catherine West Lefko

Coordinator Positions Reporting to the Treasurer & Director of Finance:

Budget Committee	TBD
Foundation Coordinator	Vacant

Coordinator Positions Reporting to the Secretary & Director of Operations:

Ad Hoc Bylaws Coordinator	Patricia Junker
Records Coordinator	Barbara Peppersack
Website Content Coordinator	Brad Peterson
Intellectual Property Coordinator	Jody M. Nelson Burgess
Internet Communications Coordinator	Vacant
Meeting Minutes Committee for the 2006 Convention:	Region I - Bonnie Lally,
	Region II - Caren Mansfield
	Region III - Harriett King
	Region IV – Patricia Junker
	Region V: Patricia Chouinard

Member Association(s) Update:

On July 13, 2005, the NFPA Board of Directors unanimously consented and approved the Bylaws and application for membership of the Arkansas Paralegal Association (ArPA).

At the Thursday Night Board Meeting of the 2006 Annual Meeting, the Manhattan Paralegal Association membership was considered forfeited.

Summary of Board Meetings:

On July 22-23, 2005, the Board of Directors met in Rochester, New York, graciously hosted by the Paralegal Association of Rochester. The Board of Directors and the members present participated in a half-day strategic planning session, after which the board meeting was called to order. During the meeting the goals, deadlines and priorities set during the strategic planning session were approved. Special guest Bruce Hamm, J.D., Program Director, Syracuse University, made a presentation to the attendees regarding strategic alliances.

On November 5, 2005, the Board of Directors met by conference call for the mid-year board meeting.

On January 13-14, 2006, the Board of Directors met in Kansas City, Kansas, graciously hosted by the Kansas Paralegal Association for the Winter Board Meeting.

And, on May 4, 2006, the Board of Directors met in Chicago, Illinois for the outgoing board meeting of the fiscal year. The Board of Directors voted to hold the 2008 Annual Meeting in Arkansas, the 2009 Annual Meeting in Portland, Oregon, and the 2010 Annual Meeting in Philadelphia, Pennsylvania. Also at this board meeting, the Vice President and Director of Profession Development announced that the Foundation for the Advancement of the Paralegal Profession (FAPP) had been re-established and is legally formed.

2005 National Leadership Conference:

Sponsored by the Navy Legalmen Association, the 2005 National Leadership Conference was held August 26-27, 2005 at the Navy Memorial in Washington, D.C. The keynote speaker was Rear Admiral James McPherson, Judge Advocate General of the Navy. The co-keynote speaker was NFPA President, S. Kristine Farmer, RP.

2005 PACE Ambassadors Conference:

Sponsored by the National Capital Area Paralegal Association, the 2005 PACE Ambassadors Conference was held August 27-28, 2005 at the law offices of Patton Boggs in Washington D.C. The NFPA President was in attendance on Sunday, August 28, 2005, and challenged each NFPA member association to encourage at least two of their members to sit for PACE. Each association meeting the challenge would be recognized at the 2006 Annual Meeting in Chicago, Illinois.

2006 Annual Meeting:

The NFPA 2006 Annual Meeting, hosted by the Illinois Paralegal Association, was held at the Holiday Inn InfoMart in Chicago, Illinois on May 5-9, 2006. There were forty-three credentialed associations present, and a quorum was declared. The following invited guests were also in attendance: Bill Mulkeen, President of the American Association for Paralegal Education, and Michelle Whittaker, CP, President of the California Alliance of Paralegal Associations. All PACE Registered Paralegals in attendance were recognized.

During the “State of the Federation,” the President reported on the status of the goals laid out for the Federation at the beginning of the 2005-06 term. The accomplishments included:

Marketing Advancements - The creation of a tag line: *NFPA – The Leader of the Paralegal Profession* – as a means to strengthen NFPA's brand and increase its visibility and professional stature; increased development and professionalism l of *The National Paralegal Reporter*, including increased ad sponsors and revenue; and, the creation of NFPA's Online Store.

Convention Planning Committee and Sponsorships - Created a Convention Planning Committee consisting of the Secretary/Director of Operations, the Host Coordinator, a past Host Coordinator, the Managing Director and a member of the Marketing Committee to oversee convention planning.

Redesign of the NFPA Website - The rollout of the new website was showcased during a joint region meeting on Friday of the Annual Meeting. As a component of the website's facelift, the Online CLEs were also updated.

Strategic Planning – The Board of Directors and members of NFPA spent the majority of the first day of the 2006 Summer Board Meeting working through the Strategic Plan, checking off objectives that had been accomplished and setting new high-level goals for the coming year. One of the objectives set was the creation of a technology conference, to be known as "The NFPA Technology Institute."

Marketing of PACE -
The PACE Coordinator and the Assistant PACE Coordinators worked to develop a PACE Marketing Plan that is part of NFPA's overall Marketing Plan. A PowerPoint presentation was given during the morning policy session, and continued through the breaks, spotlighting all of the RPs, listing them by state. .

NFPA History - The Board Advisor was charged with the responsibility to be the NFPA Historian and to create (and thereafter to maintain) the NFPA History as a living, evolving historical document so that members, future NFPA leaders, and the public will have a resource to learn about NFPA and its historical impact upon the paralegal profession.

The President's theme for the year was joining member associations, the Board of Directors, coordinators, and committee members in a journey down the path from "Good to Great."

Annual Awards:

Janet Marko of Thomson West awarded the NFPA Thomson West Scholarships: $3,500 to Phyllis Johnson, Pierce College, Philadelphia, PA; and, $1,500 to Kerri Lynn Schaefer of Lakeshore Technical College, Cleveland, Ohio.

Bernie Guerrero of CT presented the Paralegal of the Year award to Edna Wallace, RP of Indiana Paralegal Association, Inc.

The Individual *Pro Bono* Award was presented to Julie Orr of the Davis Wright Tremaine Law Firm, Seattle, Washington. The award was sponsored by Up To Parents.

The Association *Pro Bono* Award was presented to the Pittsburgh Paralegal Association. The award was sponsored by CaseSoft.

The PACE Ambassador Award was presented to Oregon Paralegal Association, PACE Ambassador Kathleen J. Miller, RP. The award was sponsored by Altep.

The Outstanding Local Leader Award was presented to Robert S. Hrouda, of the Philadelphia Association of Paralegals. The award was sponsored by Leaplaw.

The William R. Robie Award was presented to Jeanne Dawes of Spokane, Washington. The Award was sponsored by CT and presented by Bernie Guerrero, National Account Manager.

Special Presentations Made During the Annual Meeting:

During the policy meeting, the delegates from the New Orleans Paralegal Association, David Quidd and Kathy Williams, made a special presentation regarding the events that had shaped the lives of their members since the devastation brought by Hurricanes Katrina and Rita. The NOPA delegates gave special thanks to each of the member associations who provided the association with financial assistance during that time.

Also during the policy meeting, The Navy Legalmen Association, through its primary representative, Command Master Chief Stephen DiStefano, made a presentation regarding the role of the Navy Legalmen serving in the wars in Iraq and Afghanistan.

***Consent Calendar*:**

The following administrative topics were submitted, and the Board of Directors debated and voted on the following item, which was placed on the Consent Calendar: PACE Exam Tier II – creation of an *ad hoc* committee to study the feasibility of a PACE Exam Tier II was adopted.

Summary of Resolutions*:*

The delegates considered a number of resolutions, including: the regulation of the paralegal profession, brought by the *Ad Hoc* Committee on Regulation; *pro bono* and designating the month of May as *pro bono* month; amending the Bylaws to allow for the waiving of membership dues upon catastrophic events beyond the control of the voting member association for a specific time not to exceed one year; creating a program to acknowledge and recognize the endeavors and contributions that paralegals make towards Community Service projects that will inspire other paralegals to support and participate in Community Service projects; approving the Position Statement Regarding Short-Term Paralegal Programs; and adopting a Diversity Statement.

BALANCE OF FISCAL YEAR 2006-07

The following officers and directors were installed at the conclusion of the 2006 Annual Meeting for the 2006-07 fiscal year:

President	Anita G. Haworth, RP, President (2 years)
Vice President and Director of Profession Development	Beth L. King, RP (1 year)
Vice President and Director of Positions & Issues	Wayne Akin (2 years)
Vice President and Director of Membership	Linda McGirr (1 year)
Vice President and Director of PACE	Ann W. Price, RP (2 years)
Secretary and Director of Operations	Kelly Montgomery, RP (2 years)
Treasurer and Director of Finance	Georgette M. Lovelace, RP (2 years)
Region I Director	Theresa A. Prater, RP (1 year)
Region II Director	Debra Hindin-King (1 year)
Region III Director	Mary J. McKay, CLA, RP (1 year)
Region IV Director	Robert Hrouda (1 year)
Region V Director	Sharon S. Spinelli (1 year)
Board Advisor	S. Kristine Farmer, RP

Coordinators:

Following the Annual Meeting, the 2006-07 Board of Directors held its first telephone conference call on June 3, 2006, to appoint coordinators for the fiscal year. The following are a list of coordinator positions and those members appointed to fulfill the duties and responsibilities of those positions:

Coordinator Positions Reporting to the President:
Editorial Committee - no interest received yet

Coordinator Positions Reporting to the Board Advisor:

Strategic Planning Chair	Susan G. Ippoliti

Coordinator Positions Reporting to the Vice President & Director of Profession Development:

ABA Approval Commission Representative (elected 2006)	Jane Sakiewicz, RP
Consumer Education Coordinator	Cynthia Synhorst, RP
Roles & Responsibilities Coordinator	Barbara Holmes, RP
Technology Coordinator	to be appointed later
CLE Co-Coordinator	Cindy Welch, RP
CLE Co-Coordinator	Amy Nailen
Pro Bono Coordinator/ABA *Pro Bono* Liaison	to be addressed later
Foundation for the Advancement of the Paralegal Profession	Andrea Lupanze, RP/ Kathleen Miller, RP (9/17/07)

Coordinator Positions Reporting to the Vice President & Director of Positions and Issues:

Bar Association Coordinator	Helen Federline
Case Law Coordinator	Sheila Eagan
Ethics and Professional Responsibility Coordinator	to be addressed later
Legislative Coordinator	Holly Manlove
Regulation Review Coordinator	to be addressed later

Unauthorized Practice of Law Research Co-Coordinator	to be addressed later
Unauthorized Practice of Law Research Co-Coordinator	to be addressed later
Special Research Coordinator	Lou Bugarin

Coordinator Positions Reporting to the Vice President & Director of Membership:

Armed Forces Coordinator	Charlene Healy, RP
Association Management Coordinator	to be addressed later
International Relations Coordinator	Elaine Patton, RP
Leadership Training Co-Coordinators	Anne Rosenthal Andrea Shindlebower
Member Benefits Coordinator	Mary McLaughlin
Membership Growth Coordinator	Isabel Quintana
Student Membership Growth Coordinator	to be addressed later

Coordinator Positions Reporting to the Vice President & Director of PACE

PACE Coordinator – Ambassadors	Diana Noyes, RP
PACE Coordinator – Study Materials	Victoria Newman, RP
PACE Coordinator – Public Relations	Kathleen Miller, RP
PACE Coordinator – Renewals	Suellen Honeychuck, RP
PACE Assistant Coordinator – Education	to be addressed later

Coordinator Positions Reporting to the Treasurer & Director of Finance:

Budget Committee:	Region I	Mary McLaughlin
	Region II	Barbara Peppersack & John Kastan
	Region III	Emily Klein
	Region IV	Tracey Deron
	Region V	Rita Gordon & Cheryl Corning
Foundation Coordinator		Vacant

Coordinator Positions Reporting to the Secretary & Director of Operations:

Ad Hoc Bylaws Coordinator	Patricia Junker
Records Coordinator	Barbara Peppersack
Website Content Coordinator	Debra Orth
Intellectual Property Coordinator	Jody M. Nelson Burgess
Internet Communications Coordinator	Debra Harris

Tracey L. Young, RP was appointed Regulation Review Coordinator by unanimous Consent on June 13, 2006

Yvonne Martinez, RP was appointed PACE Coordinator-Education by unanimous Consent on June 13, 2006

Lesley G. Cox, RP was appointed Ethics and Professional Responsibility Coordinator by unanimous Consent on July 17, 2006.

Susan Heisler was appointed Pro Bono Coordinator on November 8, 2006

Patricia Gagnon was appointed Association Management Coordinator on April 14, 2007

Member Association(s) Update:

On November 18, 2006, the NFPA Board of Directors accepted the resignation of membership by the Carolina Paralegal Association due to its dissolution.

On August 6, 2007, the application of the New York City Paralegal Association (NYCPA) was accepted by unanimous Consent for voting membership in NFPA.

On August 23, 2007, the application of the Paralegal Association of Northern Virginia (PANV) was accepted by unanimous Consent for voting membership in NFPA.

Summary of Board Meetings:

On May 7, 2006, the Board of Directors met following the conclusion of the 2006 Annual meeting in Chicago, Illinois for the post-convention Board meeting. New Board member training was held, including but not limited to, issues involved with being a board member, transfer of records to new board members, procedures related to the NFPA Strategic Plan, chain of command and protocol. Debra Hindin-King, Region II Director, was appointed Chair of the Region Directors. Each Board member reported on current and ongoing issues related to his/her position. The Resolutions passed during the policy meeting were discussed, and appropriate board members were assigned to draft or revise any necessary procedures. Press releases were discussed and deadlines set.

On July 21-22, 2006, the Board of Directors met in Little Rock, Arkansas, graciously hosted by the Arkansas Paralegal Association. The President started the meeting with a training/team building exercise, followed by a review of Parliamentary rules related to Board meetings, coordinator obligations and duties, and management company functions. Beth King, RP, VPPD gave a presentation regarding the overview and history of the NFPA Strategic Plan. Board travel for the remainder of the year was discussed including use of NFPA brochures, booths and giveaways. Thereafter, Region issues were discussed followed by Officer reports. Finally, the President discussed plans for the winter board meeting and retreat.

On November 18, 2006, the Board of Directors met by conference call for the Fall 2006 Board meeting. The President provided updates regarding the *National Paralegal Reporter*, including a subscription drive, and ways to increase income and reduce expenses. Updates were provided by various Board members regarding plans for the Pro Bono, PACE Ambassador, Regulation and National Leadership Conferences for 2007.

On January 12-13, 2007, the Board of Directors met in Sacramento, California, graciously hosted by the Sacramento Valley Paralegal Association for the Winter Board Meeting. Invited guests were Lynn Melby, on behalf of the NFPA Management Company, Melby Cameron Hull, and Debra Orth, Website Content Coordinator. Among many other things at this meeting, the President presented to the Board a suggestion to draft board member job descriptions in order to provide a detailed description of the duties of each office and the time requirements associated with each. In other words, a listing of daily, weekly, monthly and annual tasks associated with each individual position, along with the amount of time associated with each task. The board member job descriptions can then be posted to the NFPA Management page. This will provide individuals who consider running for a board position a better understanding, in advance, of the duties and actual time commitment involved with that

position. In addition, the Board voted to accept a new NFPA Logo and letterhead, and approved the proposal for a PACE Scholarship, the first to be presented at the 2007 annual meeting provided sponsorship can be obtained.

On April 14, 2007, the Board of Directors met by conference call for the Spring Board Meeting. Board Advisor, Kristine Farmer, RP provided an update on the plans and provisions for the 2007 NFPA Tech Institute; the President, Anita G. Haworth, RP, reported on the status of the contract with Prentice Hall regarding publication of the PACE Study Manual; and, all other board members present provided reports.

On July 20-22, 2007, the Board of Directors met in Pittsburgh, Pennsylvania following the close of the NFPA Tech Institute. Highlights of the Board meeting: Board training was held on Friday evening, including further discussion of Robert's Rules of Order and the use of abstention, and board member attendance at Region meetings. Kristine Farmer, RP, Co-Chair of the Tech Institute, provided a preliminary report on the Tech Institute. NFPA Ethics Board: Christine Flynn of Philadelphia, Tom Holmes, Oregon, and Michael Segal, Professor of Law at the University of Florida were appointed to the Ethics Board. On Saturday, June 21, 2007, presentations were made by three (3) entities for management and publication of the Reporter, and the Board voted to award a three-year contract for management and publication to ROI. Reports were given regarding the status of the PACE Study Manual rewrite, articulation agreements, RP cards, and the exam update for PACE. Also discussed were potential agenda topics and convention preparations for the 2007 NFPA Annual Meeting. On Sunday, June 22, 2007, the board reviewed and discussed the proposed 2008 budget in detail and proposed revisions thereto. Finally, the Board voted unanimously to approve a motion that the PACE scholarship for 2007 be named the "Andrea G. Lupanze, RP PACE Scholarship."

On August 23, 2007, the NFPA Board unanimously consented to the appointment of Cindy L Byfield as the new Managing Director for NFPA.

On September 17, 2007, the NFPA Board unanimously consented to the appointment of Kathleen Miller, RP as successor Coordinator for the Foundation for the Advancement of the Paralegal Profession to complete the term begun by Andrea Lupanze, RP, deceased.

On September 21, 2007, the NFPA Board of Directors met by conference call for the purpose of appointing an individual to fill the unexpired term of the Secretary and Director of Operations. Stephen P. Imondi, RP, was unanimously appointed to the position of Secretary and Director of Operations for the remainder of the term through the next election in 2008.

And, on October 18, 2007, the Board of Directors met in Tampa, Florida, for the outgoing board meeting of the fiscal year. The Board of Directors adopted procedures for an Editorial Coordinator; voted to hold the 2011 Annual Meeting in Minneapolis, Minnesota; the Board agreed to open the pro bono and regulation conferences to non-NFPA members; the VP and Director of PACE reported on the status of the PACE (exam) update and announced that the recipient of the first PACE Scholarship (presented in honor of Andrea Lupanze, RP, deceased) was Kaye Keefe Mullinax of Palmetto Paralegal Association. The Board then discussed the Goals of the NFPA Strategic Plan, the results of the demographic survey, the marketing coordinator procedures, and revisions to other procedures. Finally, Kathleen Miller, RP, reported on the status of the Foundation for the Advancement of the Paralegal Profession (FAPP) and 501(C)(3) status.

2007 Annual Meeting:

The NFPA 2007 Annual Meeting, hosted by the Tampa Bay Paralegal Association, was held at the Hyatt Regency Tampa on October 18-22, 2009. There were forty-five credentialed associations present, and a quorum was declared. The following invited guests were also in attendance: Mel Irvin, CP, President of the California Alliance of Paralegal Associations. All PACE Registered Paralegals in attendance were recognized and two new member associations, Paralegal Association of Northern Virginia (PANV) and New York City Paralegal Association (NYCPA) were also recognized.

Annual Awards:

Janet Marko of Thomson West awarded the NFPA Thomson West Scholarships: $3,500 to Erica Ponte, a student at Marist College, and resident of Poughkeepsie, NY; and, $1,500 to Christine J. Renda of Duquesne University-Paralegal Institute, Pittsburgh, Pennsylvania.

The first PACE Scholarship, presented in honor of Andrea Lupanze, RP (deceased), was awarded to Kaye Keefe Mullinax of Palmetto Paralegal Association. The scholarship was sponsored by Prentice Hall.

The Paralegal of the Year award was presented to Legalmen Marcello A. Carillo, President of the Southwest Chapter of the Navy Legalmen Association. The award was sponsored by CT Corporation.

The Individual *Pro Bono* Award was presented to Nancy DiPasquale of the Faegre & Benson, Minneapolis, Minnesota. The award was sponsored by Document Technologies, Inc.

The PACE Ambassador Award was presented to Indiana Paralegal Association, PACE Ambassador Deborah K Neale, RP. The award was sponsored by Altep.

The Outstanding Local Leader Award was presented to Valerie Dolan, RP, of the Philadelphia Association of Paralegals. The award was sponsored by Paralegaljobs.com.

The William R. Robie Award was presented posthumously to Andrea Lupanze, RP, of San Francisco, CA. The Award was sponsored by CT and presented by NFPA President, Anita G. Haworth, RP.

Special Presentations Made During the Annual Meeting:

Board Advisor, Kristine Farmer, RP, presented a pictorial history of NFPA including a memoriam to recognize those paralegals that passed away in the last year.

Master Chief Stephen Distefano, USN, read a letter from Admiral MacDonald expressing the Admiral's appreciation for the relationship and professional bonds between NFPA and the Navy JAG Corp. Master Chief Distefano and Petty Officer Melissa Adams then thanked the members for their support and the care packages being sent to the troop, then recognized VP and Director of Membership Susan Ippoliti and Lori Thompson, Coordinator, for their efforts in support of the troops; and finally, presented Lori Thompson, coordinator, with a flag flown over Camp Proper in Iraq in recognition of her efforts on this project. Master Chief Distefano then presented Certificates of Appreciation to each association and individual that supported the military care package program in the preceding year.

The President reported on the state of the Federation and provided an update of the accomplishments over the past 18 months.

***Consent Calendar*:**

The following administrative topics were submitted, and the Board of Directors debated and voted on the following item, which was placed on the Consent Calendar: that the NFPA Pro Bono and NFPA Regulation Conferences be open to attendance by any interested person, whether an NFPA member or not, that the NFPA Leadership Conference and the NFPA PACE Ambassador Conference be limited to NFPA members only; and, that non-NFPA members attending the Pro Bono or Regulation Conference will be charged a registration fee (amount to be determined by the Board of Directors).

Summary of Resolutions*:*

The delegates considered a number of resolutions, including: the creation of PACE Emeritus status; the revision Article III, Section 3.3(F)(1) of the NFPA Bylaws to allow associate membership for paralegal associations located outside the United States; establishment of an ad hoc committee to study access to legal services; revised Policy 06-02 regarding minimum standards for regulation; creation of an ad hoc committee to study and consider a definition of the terms practicing, traditional and non-traditional paralegal; adopted the Amended Plan for Paralegal Licensure; and the Model Plan for Regulation was sent back to committee for further development.

FISCAL YEAR 2007-08

The following officers and directors were elected at the 2007 Annual Meeting for a two-year term:

Vice President and Director of Profession Development	Susan G. Ippoliti
Vice President and Director of Membership:	Linda K. McGirr
Treasurer and Director of Finance:	Georgette M. Lovelace, RP

The following Region Directors were elected at the 2007 Annual Meeting for a one-year term:

Region I Director:	Theresa A. Prater, RP
Region II Director:	Helen Federline
Region III Director:	Mary J. McKay, CLA, RP
Region IV Director	Robert Hrouda
Region V Director	Tracey L. Young, RP

The NFPA President, Vice President and Director of Positions and Issues, Vice President and Director of PACE, and Secretary and Director of Operations began the 2nd year of their two-year terms (having been elected in 2006).

As a result, the following officers and directors were installed at the conclusion of the 2007 Annual Meeting for the 2007-08 fiscal year:

President	Anita G. Haworth, RP
Vice President and Director of Profession Development	Susan G. Ippoliti
Vice President and Director of Positions & Issues	Wayne Akin
Vice President and Director of Membership	Linda K. McGirr
Vice President and Director of PACE	Ann W. Price, RP
Secretary and Director of Operations	Stephen P. Imondi, RP
Treasurer and Director of Finance	Georgette M. Lovelace, RP
Region I Director	Theresa A. Prater, RP
Region II Director	Helen Federline
Region III Director	Mary J. McKay, CLA, RP
Region IV Director	Robert Hrouda
Region V Director	Tracey Young, RP
Board Advisor	S. Kristine Farmer, RP

Coordinators:

Following the Annual Meeting, the 2007-08 Board of Directors held its first telephone conference call on November 12, 2007, to appoint coordinators for the fiscal year. The following are a list of coordinator positions and those members appointed to fulfill the duties and responsibilities of those positions:

Coordinator Positions Reporting to the President:

Editorial Committee - Coordinator	Katafa Hall Reed
Region I	Sue Beichley
Region II	Vacant

Region III	Vacant
Region IV	Vacant
Region V	Vacant

Coordinator Positions Reporting to the Board Advisor:

Strategic Planning Chair	Beth King, RP
Region I	Isabel Quintana
Region II	Barbara Peppersack
Region III	vacant
Region IV	vacant
Region V	vacant

Coordinator Positions Reporting to the Vice President & Director of Profession Development:

Roles & Responsibilities Coordinator	Annette Worthington
Technology Coordinator	Tamara Bigford
CLE Co-Coordinator	Amy Frohwirth
CLE Co-Coordinator	Sue Beichley
Pro Bono Co-Coordinator	Susan Heisler
ABA *Pro Bono* Liaison/Pro Bono Co-Coordinator	Mary McLaughlin
Foundation for the Advancement of the Paralegal Profession	Kathleen Miller, RP (9/17/07)

Coordinator Positions Reporting to the Vice President & Director of Positions and Issues:

Bar Association Coordinator	Nicole Canter
Case Law Coordinator	Karen Santagata, RP
Ethics and Professional Responsibility Coordinator	vacant
Legislative Coordinator	Jay Williams
Regulation Review Coordinator	Robin Nicholson
Unauthorized Practice of Law Research Co-Coordinator	Vacant
Unauthorized Practice of Law Research Co-Coordinator	Vacant
Special Research Coordinator	Vacant

Coordinator Positions Reporting to the Vice President & Director of Membership:

Armed Forces Coordinator	Charlene Healy, RP
Association Management Coordinator	Patricia Gagnon, RP
International Relations Coordinator	Eric Baker
Leadership Training Coordinator	Vacant
Member Benefits Coordinator	Mary McLaughlin
Membership Growth Coordinator	Sharon Spinelli
Student Membership Growth Coordinator	to be addressed later
Marketing Coordinator	Anne Rosenthal

Coordinator Positions Reporting to the Vice President & Director of PACE

PACE Coordinator – Ambassadors	Victoria Newman, RP
PACE Coordinator – Study Materials	Michele Shipley
PACE Coordinator – Public Relations	Deborah Neale, RP
PACE Coordinator – Renewals	Suellen Honeychuck, RP
PACE Coordinator – Education	Karen Santagata, RP

Coordinator Positions Reporting to the Treasurer & Director of Finance:

Budget Committee: Region I	Mary McLaughlin & Sue Beichley

Region II	Barbara Peppersack & John Kastan
Region III	Emily Klein
Region IV	Tracey Deron
Region V	Patricia Gagnon, RP & Cheryl Corning
Foundation Coordinator	Vacant

Coordinator Positions Reporting to the Secretary & Director of Operations:

Ad Hoc Bylaws Coordinator	Patricia Junker
Records Coordinator	Barbara Peppersack
Website Content Coordinator	Vacant
Intellectual Property Coordinator	Jody M. Nelson Burgess
Internet Communications Coordinator	Vacant

Member Association(s) Update:

On June 9, 2008, the application of the South Florida Paralegal Association (SFPA) was accepted by unanimous Consent for voting membership in NFPA.

On June 9, 2008, the application of the Korean American Paralegal Association (KAPA) was accepted by unanimous Consent for voting membership in NFPA.

Summary of Board Meetings:

On Sunday, October 21, 2007, the Board of Directors met following the conclusion of the 2007 Annual Meeting in Tampa, Florida for the post-convention Board meeting. New Board member training was held, including but not limited to, issues involved with being a board member, transfer of records to new board members, procedures related to the NFPA Strategic Plan, chain of command and protocol, communications and media policy, etc. Treasurer Georgette Lovelace discussed Board travel, preauthorization and budget. Robert S. Hrouda, Region IV Director, was appointed Chair of the Region Directors. Each Board member reported on current and ongoing issues related to his/her position. The Resolutions passed during the policy meeting were discussed, and appropriate Board members were assigned to draft or revise any necessary procedures. Press releases were discussed and deadlines set.

On February 16-17, 2008, the Board of Directors met in Dallas, Texas, graciously hosted by the Dallas Area Paralegal Association. On February 15, there was a Board retreat which included board training and team-building, and discussion and planning of goals for the year. The Board meeting began on Saturday morning, February 16, with a discussion by the Board members of the importance of adherence to deadlines, completion of the board member job descriptions, and an e-newsletter. Thereafter, Beth King, RP, Strategic Planning Committee ("SPC") Chair led a discussion of the Strategic Plan, including the committee's recommendations and items that have been accomplished, and the Board members set new priorities. Upon recommendation of the SPC Chair, the Board voted unanimously to schedule a one-day Strategic Plan Update Session to be held in conjunction with the 2009 Winter Board Meeting using a representative of Tecker Consultants. Region issues were discussed followed by Officer reports.

On April 30, 2008, the Board of Directors met by conference call for the Spring Board Meeting. The Vice Presidents reported on the status of the various conferences under each position and plans for the 2008 Tech Institute, the NFPA Treasurer reported on the status of NFPA finances, and the Secretary reported on plans for the 2008 convention and the 35th Anniversary of NFPA in 2009. Region issues were then discussed.

On July 26-28, 2008, the Board of Directors met in Denver, Colorado following the close of the NFPA Tech Institute on Saturday afternoon. Highlights of the Board meeting: a discussion regarding conversations with AAfPE, including reinstatement of the Conclave (or at least a meeting of the prior members of the Conclave), a possible joint social event at the 2009 convention, increased communications and interactions between the two associations, and a suggestion to work together to create a standard technology course curriculum for paralegal programs. Thereafter, Board members reported as to their specific areas of concern, discussed upcoming travel, and a proposal regarding a technology certification. Susan Ippoliti, VPPD, provided a preliminary report on the Tech Institute. NFPA Ethics Board appointments were made, and potential agenda topics and convention preparations were discussed. The Board authorized the Secretary and Director of Operations to establish an ad hoc committee to plan the NFPA 35th Anniversary celebration. Finally, the Board reviewed and discussed the proposed 2009 budget in detail and proposed revisions thereto. An executive session was held to discuss the responses received to NFPA Requests for Proposal for legal counsel, and to discuss contract terms with ROI regarding the *Reporter*. Thereafter, the Board resolved to renew its contract with ROI for the *National Paralegal Reporter* for the 2009 calendar year and authorized the President and Secretary to negotiate with the law firm of Brady & Quarles to retain its services as legal counsel.

And, on October 9, 2008, the Board of Directors met in Rogers, Arkansas, for the outgoing board meeting of the fiscal year. There were no items for the Consent Calendar. The Board of Directors voted to hold the 2012 Annual Meeting in Anchorage, Alaska; the Board discussed bids received and voted to hold the 2009 joint Regulation and Leadership Conference in Seattle, Washington; approved and adopted the NFPA Marketing Plan; and approved revisions to the ABA Approval Commission Representative. Finally, Kathleen Miller, RP, reported on the status of the Foundation for the Advancement of the Paralegal Profession (FAPP).

2008 Annual Meeting:

The NFPA 2008 Annual Meeting, hosted by the Arkansas Paralegal Association, was held at the Embassy Suites Northwest Arkansas on October 11-12, 2008. There were 46 credentialed associations present, and a quorum was declared. The following invited guests were also in attendance: Chief Master Sergeant US Air Force Debbie Stocks; Chief Master Sergeant Rod Wilson, US Air Force Advocate General's Office; Melvin Irvin, CP, President, California Association of Paralegal Associations; and Marie Koster, Wisconsin Paralegal Association. All PACE Registered Paralegals in attendance were recognized.

Annual Awards:

Janet Marko of Thomson West awarded the NFPA Thomson West Scholarships to Kathleen Noland and Laverne Scott.

The PACE Scholarship was awarded to Georgette Neal of San Francisco Paralegal Association. The scholarship was sponsored by Pearson Education.

The Paralegal of the Year award was presented to Cynthia Quinn, of Massachusetts Paralegal Association. The award was sponsored by CT Corporation System.

The Individual *Pro Bono* Award was presented to Joanne Randa of Paralegal Association of Northern Virginia.
The PACE Ambassador Award was presented to Georgia Association of Paralegals, PACE Ambassador K. Paezle Harris, RP. The award was sponsored by Altep, Inc..

The Outstanding Local Leader Award was presented to Renee Mazzeo, of the Philadelphia Association of Paralegals.

The William R. Robie Award was presented to Beth King, RP, of Oregon Paralegal Association. The award was sponsored by CT Corporation System.

Special Presentations Made During the Annual Meeting:

Board Advisor, Kristine Farmer, RP, presented a memoriam to recognize those paralegals that passed away in the last year.

The President reported on the state of the Federation and provided an update of the accomplishments over the past year.

The Secretary and Director of Operations recognized two new member associations: Korean-American Paralegal Association and South Florida Paralegal Association.

***Consent Calendar*:**

There were no items on the Consent Calendar.

Summary of Resolutions:

The delegates considered and passed a number of resolutions, including: the removal of the word "practicing" from certain sections of the Bylaws (other proposed revisions to the definition of "paralegal" in the Bylaws were not passed); the creation of a sustaining membership category for individuals serving on active duty in the military; the creation of a new board of directors position – Vice President and Director of Marketing; the retroactive approval of the goals in the 2003 Strategic Plan; the adoption of a Model Plan for Voluntary Paralegal Regulation; an amendment to the bylaws to increase the notice of proposed bylaws amendments that must be sent to the primary and secondary representatives and presidents of member associations from 45 to 60 days prior to the meeting at which the proposed amendment will be voted upon; a resolution prohibiting NFPA from supporting any regulatory proposal, even if asked by a majority of the member associations in that state, if the regulatory proposal does not contain certain standards; the creation of a committee to investigate, establish and recommend a plan for an entry level competency examination, and to seek sponsorship funding to cover the costs of developing the exam; the adoption of a Diversity Statement; and the adoption of a Conflict of interest Policy. Resolutions concerning Equal Access to Justice and extension of the grandfathering clause relative to the education requirements for the Paralegal Advanced Competency Exam failed to receive the required number of votes to pass.

BALANCE OF FISCAL YEAR 2008-09

The following officers and directors were elected at the 2008 Annual Meeting for a two-year term:

President Georgette M. Lovelace, RP, President
Vice President and Director of Positions and Issues Tracey L. Young, RP
Vice President and Director of PACE: Ann Price, RP
Secretary and Director of Operations Stephen Imondi, RP

The following Region Directors were elected at the 2008 Annual Meeting for a one-year term:

Region I Director: Theresa A. Prater, RP
Region II Director: Helen Federline
Region III Director: Mary McKay, CLA, RP
Region IV Director Sandra Heintz
Region V Director Cheryl Corning

The Vice President and Director of Profession Development, Vice President and Director of Membership, and Secretary and Director of Operations began the 2nd year of their two-year terms (having been elected in 2007).

As a result, the following officers and directors were installed at the conclusion of the 2008 Annual Meeting for the 2008-2009 fiscal year:

President Georgette M. Lovelace, RP
Vice President and Director of Profession Development Susan Ippoliti
Vice President and Director of Positions & Issues Tracey L. Young, RP

Vice President and Director of Membership	Linda McGirr
Vice President and Director of PACE	Ann W. Price, RP
Secretary and Director of Operations	Stephen P. Imondi, RP
Treasurer and Director of Finance	vacant
Region I Director	Theresa A. Prater, RP
Region II Director	Helen Federline
Region III Director	Mary McKay, CLA, RP
Region IV Director	Sandra Heintz
Region V Director	Cheryl Corning
Board Advisor	Anita G. Haworth, RP

Cynthia Minchillo, RP was elected ABA Commission Representative to serve for a term of three years.

Treasurer & Director of Finance and Coordinator Appointments:

Following the Annual Meeting, the 2008-09 Board of Directors held its first telephone conference call on November 4, 2008 to appoint an individual to serve as Treasurer & Director of Finance, filling the vacancy created when Georgette M. Lovelace, RP was elected President at the 2008 Annual Meeting, and to appoint coordinators for the fiscal year.

The board voted to appoint Karen A. Santagata, RP as Treasurer & Director of Finance, to fill the remainder of the unexpired term, until the 2009 Annual Meeting.

The following are a list of coordinator positions and those members appointed to fulfill the duties and responsibilities of those positions:

Coordinator Positions Reporting to the President:

Editorial Coordinator	Theda Yandell, RP

Coordinator Positions Reporting to the Board Advisor:

Special Projects Coordinator	S. Kristine Farmer, RP
Strategic Planning Coordinator	Beth King, RP

Coordinator Positions Reporting to the Vice President & Director of Profession Development:

ABA Approval Commission Representative (elected 2008)	Cynthia Minchillo, RP
Education Coordinator (elected 2006)	Pat Lyons, RP
Roles & Responsibilities Coordinator	Annette Worthington
Technology Coordinator	Christine Parizo, RP
CLE Co-Coordinator	Amy Frohwirth
CLE Co-Coordinator	Katrina Coomer
Pro Bono Coordinator	Michael Misenheimer
ABA *Pro Bono* Liaison	Mary McLaughlin, RP
Foundation for the Advancement of the Paralegal Profession	Kathleen Miller, RP

Coordinator Positions Reporting to the Vice President & Director of Positions and Issues:

Bar Association Coordinator	Nicole Canter
Case Law Coordinator	Holly Manlove
Ethics and Professional Responsibility Coordinator	Lourdes Bugarin
Legislative Coordinator	S. Kristine Farmer, RP
Regulation Review Coordinator	Robin Nicholson
Unauthorized Practice of Law Research Co-Coordinator	Edna Wallace, RP

Unauthorized Practice of Law Research Co-Coordinator
Special Research Coordinator

Coordinator Positions Reporting to the Vice President & Director of Membership:

Armed Forces Coordinator	Charlene Healy/ Stephen DiStefano
Association Management Coordinator	Patricia Gagnon, RP
International Relations Coordinator	Eric Baker
Leadership Training Co-Coordinators	Jessica Swedenhjelm
Member Benefits Coordinator	Mary McLaughlin, RP
Membership Growth Coordinator	Robert Hrouda, RP
Student Membership Growth Coordinator	Glenna Fugazzi, RP
Marketing Coordinator	Anne Rosenthal

Coordinator Positions Reporting to the Vice President & Director of PACE

PACE Coordinator – Ambassadors	Vickie Newman, RP
PACE Coordinator – Study Materials	Paezle Harris, RP
PACE Coordinator – Public Relations	Dee Dee Lantz, RP
PACE Coordinator – Renewals	Suellen Honeychuck, RP
PACE Assistant Coordinator – Education	

Coordinator Positions Reporting to the Secretary & Director of Operations:

Governing Documents Coordinator	Pat Junker
Records Coordinator	Barb Peppersack
Website Content Coordinator	Wayne Akin
Intellectual Property Coordinator	Maggie Haase, RP

Kaye Keefe Mullinax, AACP, RP was appointed Continuing Legal Education Coordinator on April 3, 2009.

Member Association(s) Update:

On December 18, 2008, the NFPA Board of Directors accepted the National Association of Licensed Paralegals of London, England as an International Member.

On June 22, 2009, the NFPA Board of Directors accepted the application of the Paralegal Association of Wisconsin for voting membership in NFPA.

On October 8, 2009, the NFPA Board of Directors accepted the application of the Missouri Paralegal Association for voting membership in NFPA.

On October 14, 2009, the NFPA Board of Directors accepted the Scottish Paralegal Association as an International Member.

Strategic Plan Update:

On Friday, January 30, 2009, the Board of Directors and a number of member association delegates met in New Orleans, Louisiana for a strategic plan update workshop, facilitated by a representative from Tecker. Goals and objectives were updated and tactics developed.

Summary of Board Meetings and Interim Board Member Appointments/Elections:

On Sunday, October 14, 2008, the Board of Directors met following the conclusion of the 2008 Annual meeting in Rogers, Arkansas for the post-convention Board meeting. New Board member training was held, including but not limited to, issues involved with being a board member, transfer of records to new board members, procedures related to the NFPA Strategic Plan, chain of command, communication, media policy, etc. Theresa A. Prater, RP, Region I Director, was appointed Chair of the Region Directors. Each Board member reported on current and ongoing issues related to his/her position. The Resolutions passed during the policy meeting were discussed, and appropriate board members were assigned to draft or revise any necessary procedures. Press releases were discussed and deadlines set.

From January 31 to February 1, 2009, the Board of Directors met in New Orleans, Louisiana for the Winter Board Meeting, graciously hosted by the New Orleans Paralegal Association. The President started the meeting with some reminders about communications and *Inside* reports. Board travel for the remainder of the year was discussed including use of NFPA brochures, booths and giveaways. Thereafter, officers gave their reports, followed by a discussion of Region issues. Karen Mascola was reappointed as Nominations Coordinator.

On May 9, 2009, the Board of Directors met by conference call for the Spring Board meeting. The Board Advisor circulated an agenda topic relating to sustaining member attendance at board meetings, which will be submitted for the delegates' approval at the annual meeting. The Board discussed and approved a revision to the procedures to open nominations for elected board positions on July 1 each year. Updates were provided by various Board members regarding plans for the 2010 Tech Institute, success of the joint regulation/leadership conference, work being done by the Entry Level Exam Committee, and updates to the NFPA website. Region Directors reported on questions and concerns raised by the local associations.

On July 6, 2009, the Board of Directors met by conference call as a result of Susan Ippoliti's resignation in May of 2009 from the position of Vice President and Director of Professional Development. The Board voted to appoint Jay Williams to fill the unexpired term vacated by Ms. Ippoliti, which will end at the 2009 Annual Meeting.

On July 25-26, 2009, the Board of Directors met in Providence, Rhode Island for the Summer Board Meeting. The President discussed updating of the job descriptions for the Board positions up for election in 2009. She also discussed articles for *The National Paralegal Reporter* and whether to archive the e-newsletter on the public page of the website. Highlights of the Board meeting: the Board discussed archiving the enewsletter. The Vice President and Director of Profession Development provided an update regarding awards and scholarships, and progress on plans for the 2010 Tech Institute. There was a discussion concerning whether to hold the pro bono, leadership, regulation and PACE conferences jointly in one location. The Board decided to hold off on making the decision to allow the Region Directors to solicit feedback from the member associations. Discussion was held concerning whether to partner with Pearson Education and Thomas Edison State College in offering a Technology Certification exam, and the Board unanimously voted not to do so. On Sunday, July 26, the Board reviewed and considered the bids for management company services received in response to a Request for Proposal sent out by the Secretary and Director of Operations, and authorized the President, Secretary and Director of Operations, and Treasurer and Director of Finance to negotiate a new 3-year contract with NFPA's current management company, Melby Cameron & Anderson. The Board also discussed the proposed 2010 budget in detail and proposed revisions thereto.

Region Directors reported on their regions, and officers reported on their areas of responsibility. Marketing Coordinator Anne Rosenthal provided an update on the Marketing Committee's activities. Nominations Coordinator Karen Mascola reported on the status of the election for a new Region III Director, and identified the individuals nominated to date for election to board positions at the 2009 Annual Meeting. Finally, the Board agreed to bring Robin Solomon, 35th anniversary committee chairman, to the 2009 Annual Meeting.

On August 10, 2010, as a result of Mary McKay, RP, CLA's resignation from the position of Region III Director, the member associations in Region III elected Cherylan Shearer to fill the unexpired term vacated by Mrs. McKay, which will end at the 2009 Annual Meeting.

On September 3, 2009 the Board of Directors met by conference call to discuss whether to combine NFPA's national conferences in 2010. The Board voted to combine the Leadership, Regulation and PACE Ambassador Conferences for the year 2010.

On October 29, 2009, the Board of Directors met in Portland, Oregon, for the outgoing board meeting of the fiscal year. The Board of Directors voted to hold the 2013 Annual Meeting in Hartford, Connecticut; approved the NFPA Marketing Plan and the PACE Marketing Plan; and approved the revised Whistleblower Policy. Website Coordinator Wayne Akin presented an update on the work being done on the NFPA website. An update on the PACE logo trademark was given. Anne Rosenthal, Marketing Coordinator, presented the marketing report.

2009 Annual Meeting:

The NFPA 2009 Annual Meeting, hosted by the Oregon Paralegal Association, was held at the Red Lion Hotel on the River – Jantzen Beach from October 29 to November 1, 2009. There were 48 credentialed associations present, and a quorum was declared. The following invited guests were also in attendance: Melvin E. Irvin, CP, President, California Alliance of Paralegal Associations; George Kuhlman, ABA Center for Professional Responsibility, and a member of the NFPA Advisory Council; S. Kristine Farmer, RP, member of the NFPA Advisory Council and Past NFPA President; Dianna Noyes, RP, Past NFPA President. All PACE Registered Paralegals in attendance were recognized.

President Georgette M. Lovelace, RP presented award certificates to all those associations who met her challenge to have at least two new RPs in a year, including Georgia Association of Paralegals, Illinois Paralegal Association, Indiana Paralegal Association, Minnesota Paralegal Association, Paralegal Association of New Hampshire, Paralegal Association of Northern Virginia, and Washington State Paralegal Association. An award certificate was also presented to Washington State Paralegal Association for having the most new RPs in a year. Ms. Lovelace also acknowledged the Dallas Area Paralegal Association for having the most registered observers present at the Annual Meeting.

Annual Awards:

Janet Marko of Thomson West awarded the NFPA Thomson West Scholarships to Susan Heather Witte and Jamie Kurtis.

The PACE Scholarship was awarded to Kelley D. Kolibaba of Oregon Paralegal Association. The scholarship was sponsored by Pearson Education.

The Paralegal of the Year award was presented to Debra Hindin-King, of Rocky Mountain Paralegal Association. The award was sponsored by CT Corporation System.

The Individual *Pro Bono* Award was presented to Beth Wilkins of Rocky Mountain Paralegal Association.

The Association *Pro Bono* Award was presented to Philadelphia Association of Paralegals.

The PACE Ambassador Award was presented to Central Connecticut Paralegal Association, PACE Ambassador Michael P. Wallace, RP. The award was sponsored by Altep, Inc..

The Outstanding Local Leader Award was presented to Patricia Gagnon, RP, of the Central Connecticut Paralegal Association.

The William R. Robie Award was presented to S. Kristine Farmer, RP, of Dallas Area Paralegal Association. The Award was sponsored by CT Corporation System and presented by NFPA President, Georgette M. Lovelace, RP.

Special Presentations Made During the Annual Meeting:

Board Advisor, Anita G. Haworth, RP, presented a memoriam to recognize those paralegals that passed away in the last year.

The Board Advisor also presented a historical retrospective of NFPA.

The President reported on the state of the Federation and provided an update of the accomplishments over the past year.

Beth King, RP, Strategic Planning coordinator, gave an update on the Strategic Plan.

Maggie Haase, RP gave a report from the Entry Level Exam Committee.

***Consent Calendar*:**

The following administrative topics were submitted, and the Board of Directors debated and voted on the following items, which were placed on the Consent Calendar: the NFPA Procedures Manual shall be revised to provide for assistance to the Navy Legalmen Association and any future military paralegal associations, from any region director; the Board voted against the proposal to require committee meetings to be held via Skype.

Summary of Resolutions:

The delegates considered and passed a number of resolutions, including: the development and implementation of a basic proficiency test for the paralegal profession; authorization for the President and the Vice President and Director of PACE to negotiate an agreement with PES to develop said test; approval of funding for the development of said test; revision of Bylaws Section 3.3 Classes of Membership; revision of Bylaws Section 7.8 Open Meetings regarding who can attend meetings of the Board of Directors; a resolution to change

the title of the Vice President and Director of PACE to Vice President and Director of Paralegal Certification.

Resolutions concerning (1) changing the eligibility requirements of PACE to make the grandfathering deadline a rolling deadline; (2) revising the Bylaws to require special elections for NFPA Board officer positions, excluding the NFPA president; and (3) requiring that the proposed NFPA budget be submitted to the primary and secondary delegates and local association presidents a certain number of days prior to the Annual Meeting, failed to receive the required number of votes to pass.

FISCAL YEAR 2009-10

The following officers and directors were elected at the 2009 Annual Meeting for a two-year term:

Vice President and Director of Profession Development: Theresa A. Prater, RP
Vice President and Director of Membership: Mary McLaughlin, RP
Vice President and Director of Marketing: Isabella Quintana
Treasurer and Director of Finance: Karen Santagata, RP

The following Region Directors were elected at the 2009 Annual Meeting for a one-year term:

Region I Director: Theda Yandell, RP
Region II Director: Helen Federline
Region III Director: Cherylan Shearer
Region IV Director Sandra Heintz
Region V Director Cheryl Corning

The NFPA President, Vice President and Director of Positions and Issues, Vice President and Director of Paralegal Certification, and Secretary and Director of Operations began the 2nd year of their two-year terms (having been elected in 2008).

As a result, the following officers and directors were installed at the conclusion of the 2009 Annual Meeting for the 2009-10 fiscal year:

President	Georgette M. Lovelace, RP
Vice President and Director of Profession Development	Theresa A. Prater, RP
Vice President and Director of Positions & Issues	Tracey L. Young, RP
Vice President and Director of Membership	Mary McLaughlin, RP
Vice President and Director of PACE	Ann W. Price, RP
Vice President and Director of Marketing	Isabella Quintana
Secretary and Director of Operations	Stephen P. Imondi, RP
Treasurer and Director of Finance	Karen Santagata, RP
Region I Director	Theda Yandell, RP
Region II Director	Helen Federline
Region III Director	Cherylan Shearer
Region IV Director	Sandra Heintz
Region V Director	Cheryl Corning
Board Advisor	Anita G. Haworth, RP

Pat Lyons, RP was elected Education Coordinator, to serve for a term of three years.

Coordinators:

Following the Annual Meeting, the 2009-10 Board of Directors held its first telephone conference call on November 21, 2009, to appoint coordinators for the fiscal year. The following are a list of coordinator positions and those members appointed to fulfill the duties and responsibilities of those positions:

Coordinator Positions Reporting to the Board Advisor:

Strategic Planning Coordinator	Debra Hindin-King

Coordinator Positions Reporting to the Vice President & Director of Profession Development:

ABA Approval Commission Representative (elected 2008)	Cynthia Minchillo, RP
Education Coordinator (elected 2006)	Pat Lyons, RP
Roles & Responsibilities Coordinator	Colette Lemke
CLE Coordinator	Kaye Mullinax, AACP, RP
Pro Bono Co-Coordinators	Michael Misenheimer
	Debbie Bryant
ABA *Pro Bono* Liaison	Debbie Bryant

Coordinator Positions Reporting to the Vice President & Director of Positions and Issues:

Case Law Coordinator	Holly Manlove
Ethics and Professional Responsibility Coordinator	Edna Wallace, RP
Legislative Coordinator	S. Kristine Farmer, RP
Regulation Review Coordinator	Lisa Vessels, CP, FRP

Coordinator Positions Reporting to the Vice President & Director of Membership:

Armed Forces Coordinator	Stephen DiStefano
Association Management Coordinator	Patricia Gagnon, RP
International Relations Coordinator	Eric Baker
Leadership Training Co-Coordinators	Jessica Swedenhjelm, RP
Member Benefits Coordinator	Lourdes Bugarin
Membership Growth Coordinator	Robert Hrouda, RP
Student Membership Growth Coordinator	Glenna Fugazzi, RP
Marketing Coordinator	Anne Rosenthal

Coordinator Positions Reporting to the Vice President & Director of PACE

PACE Coordinator – Ambassadors K. Paezle Harris, RP
PACE Coordinator – Study Materials Suellen Honeychuck, RP
PACE Coordinator – Public Relations Dee Dee Lantz, RP
PACE Coordinator – Renewals Vickie Newman, RP
PACE Coordinator – Education (position sunset and merged with Study Materials)

Coordinator Positions Reporting to the Secretary & Director of Operations:

Governing Documents Coordinator	Pat Junker
Records Coordinator	Barb Peppersack
Website Content Coordinator	Wayne Akin
Intellectual Property Coordinator	Maggie Haase, RP

Coordinator Positions Reporting to the Vice President & Director of Marketing:

Corporate Partners Program Coordinator Melissa Leslie

Raeann Bromark was appointed Student Growth Coordinator on March 15, 2010.

Jay Williams and Sharie Wallerstein were appointed Special Research Coordinators on February 27, 2010.

Member Association(s) Update:

On April 14, 2010, the application of Bucks County Paralegal Association was accepted by unanimous Consent for voting membership in NFPA.

Summary of Board Meetings:

On Sunday, November 1, 2009, the Board of Directors met following the conclusion of the 2009 Annual Meeting in Portland, Oregon for the post-convention Board meeting. New Board member training was held, including but not limited to, issues involved with being a board member, transfer of records to new board members, procedures related to the NFPA Strategic Plan, chain of command and protocol, communications, media policy, trustbuilding, relationship with the management, etc. The Treasurer discussed Board travel, preauthorization and budget. Helen Federline, Region II Director, was appointed Chair of the Region Directors. Each Board member reported on current and ongoing issues related to his/her position. The Resolutions passed during the policy meeting were discussed, and appropriate Board members were assigned to draft or revise any necessary procedures. Press releases were discussed and deadlines set.

On December 18, 2009, the Board of Directors approved the eligibility criteria for the basic proficiency exam by unanimous written consent.

On January 15, 2010, the Board of Directors resolved by unanimous consent that the basic proficiency exam would be called the Paralegal CORE Competency Exam.

On February 2, 2010, the Board of Directors resolved by unanimous consent that the Paralegal CORE Competency Exam would also be known by the acronym PCC Exam.

On February 26-28, 2010, the Board of Directors met in Reston, Virginia, for the Winter Board Meeting and Board Retreat, graciously hosted by the Paralegal Association of Northern Virginia. On February 26, the Board held a full day retreat, facilitated by the Georgette Lovelace, RP, President, and Managing Director, Cindy Byfield, which included board training and team-building, as well as discussion and planning for the upcoming year. On February 27, Ms. Lovelace started the Board meeting with reminders about officer position descriptions and *Inside* reports. Board travel for the remainder of the year was discussed including use of NFPA brochures, booths and giveaways. Karen Mascola was reappointed as Nominations Coordinator. There was a discussion concerning the Strategic Plan, including goal updates. Thereafter, officers gave their reports, followed by a discussion of region issues. On Sunday, February 28, NFPA's file retention policy and materials in storage were discussed during the Open Discussion portion of the meeting, and the board voted to authorize Karen Santagata and Cindy Byfield to retain, destroy, or donate based on the retention policy when Mrs. Santagata travels to Seattle in June to discuss the upcoming budget. Membership mailing lists and the *Reporter* were also discussed, and the Board voted to send notice to associations after a

second failure to submit mailing list notifying them that if they fail to submit the next list their *Reporter* mailings would be suspended until they submit a current mailing list. The Board voted to extend presumptive approval to IPE for their seminars.

On June 17, 2010, the Board of Directors approved the PCC Exam logo by unanimous written consent.

On July 10-11, 2010, the Board of Directors met in Indianapolis, Indiana. Highlights of the Board meeting: The President discussed fiduciary duty, with an expanded version of that topic to be presented at the Sunday Board Meeting following the Annual Meeting. There was a discussion about Strategic Plan goals. NFPA Ethics Board appointments were made. A discussion occurred concerning the pro bono, leadership, regulation and PACE ambassadors conferences, and the board voted to hold the 2011 Joint Conference, to include leadership, regulation, and PACE/PCC ambassadors, in the central United States, beginning on a Thursday and ending at noon on Sunday, so that each event shall equal one full day. The Board voted to hold the 2011 Pro Bono Conference in conjunction with the Equal Justice Conference on May 21-22, 2011 in San Francisco. The Board approved the following definition of financial stability: Provide a range of services to members while maintaining balance and flexibility between revenue, expenditures and the strength of the Federation's business cycle. The Board went through the proposed 2011 budget line by line, discussing ways to cut expenses and increase income. Board members reported as to their specific areas of responsibility.

On October 7, 2010, the Board of Directors met in Cherry Hill, New Jersey, for the outgoing Board meeting of the fiscal year. There were no items for the Consent Calendar. The Board of Directors voted to hold the 2014 Annual Meeting in Dallas, Texas; the Board approved the use of the designation CORE Registered paralegal (CRP) for individuals passing the Paralegal CORE Competency Exam; the board appointed Christine Flynn to serve as the chair of the Ethics Board, for a term of three years.

[NOTE: It is the responsibility of each successor Board Advisor to complete the history of NFPA for his/her years as NFPA President. For this reason, this page is simply a placeholder for the next Board Advisor to complete during his/her term as Board Advisor.]