

PLEADINGS

Issue No. 256

Published by NALS of Greater Kalamazoo
www.nalsofgreaterkalamazoo.org

September 2011

KEEPING YOUR SKILL SET VITAL THROUGH THE YEARS

Wisdom may come with age but how about up-to-date job skills? Aging workers must continually polish their skill set: longevity doesn't always equal marketability.

Older workers would be wise to repeatedly ask themselves an essential question: what can I do to make my job, my career, more secure? How can I enhance my skills, experience and perspective to ensure that I stay marketable?

Smart employees know that two sets of skills are necessary to maintain marketability. Measurable skills, such as technological adeptness and certifications must be kept fresh. And "soft" skills, such as networking and self-management need to be nourished as well.

Nuts and Bolts

Older employees need to be conversant with up-to-the-minute technologies; take all the

classes and seminars you can on social media and the latest in technology. Integrate technology into your personal life to increase your fluency in unfamiliar mediums. Read magazines or blogs that keep you current on technology and trends.

Likewise, take advantage of any additional certifications or ongoing education that is offered in your field or industry. Add skills that you don't possess. Does your role not require presentation skills? Consider doing volunteer work that will allow you to add missing skill sets.

Diversify your experiences as much as possible while remaining committed to your core strengths.

Work the Soft Stuff

Older employees can bring deep reservoirs of experience to a role; but smart employees don't rest on their laurels. Take time annually to conduct a thorough

assessment of your strengths and weaknesses. Older candidates offer qualities that younger colleagues do not, such as gravitas, expertise and the ability for realistic self-appraisal that comes with age and perspective.

By taking time to adequately assess your strengths, and by demonstrating that you can synthesize well-honed skills with judgment and perspective, older employees can make a strong case for their marketability. So don't assume your experience speaks for itself: assess your strengths regularly and market the heck out of them.

Older employees also need to keep their networking up-to-date. Decades of work can provide a deep rolodex: make sure yours isn't sitting dusty. Mentor young up-and-comers; having a network of younger colleagues can help you stay current on industry trends and important generational differences. It also helps

provide a network to turn to when looking for work down the road as young mentees assume leadership roles.

Finally, make sure your attitude and energy conveys vigor and enthusiasm. Adopting beneficial lifestyle habits such as healthy eating and exercise can provide a foundation for keeping jobs skills fresh and the ability to use them for as long as you choose.

Ageism: Is It Hurting Your Career?

In a tight job market, every advantage counts. For some aging employees, plastic surgery, Botox and hair dye is seen as a necessary step to remain a viable job candidate according to a spate of recent articles.

While ageism, like its brethren - isms, sexism, racism, no doubt rears its ugly head in certain work environments, it should not be viewed as an insurmountable obstacle: sharp, savvy job seekers can always market themselves, no matter their age.

We'll leave the issue of whether or not to combat those grays to you and your hairdresser. We prefer to stick to the basics, work basics. Ideas to take the focus off your age and onto your abilities include:

Recent Results First: Resumes get brief attention, so make sure that you highlight recent accomplishments up top. Don't overwhelm the resume with every single job over a decades-long career. Consider a

functional resume that emphasizes your well-honed areas of expertise and shows your work experience is current.

Trends: Dispell notions that old means dated. Be sure to be current on technology and trends; you and your prospective boss may have generational differences in music, but you should have the same current technology skills. Staying fresh is imperative.

Up Your Energy: Demonstrate your energy and vitality with attention to detail. Make sure your handshake and body language convey energy, not fatigue. Avoid dated looks, hairstyles and eye-glasses; consider wearing bright colors that communicate vitality. Don't go overboard by wearing inappropriately young styles. The look should say seasoned and stylish, not desperate.

Work that Network: An advantage to a long-running career should be a well-established network. By continuing to actively network, and to mentor younger colleagues, you will keep your sensibility fresh, generate job leads and remain up-to-date in your industry.

by Candie Harris, from Beyond Folders by Pendaflex, 06/29/11

NALS OF GREATER KALAMAZOO BOARD OF DIRECTORS September 6, 2011

The Board approved the Minutes of the August 2011 Board meeting as amended, and

approved the August 2011 Treasurer's Report, subject to audit. Committee reports were given and committee matters discussed including Marketing/Public Relations, Membership, Programs, and Court Observance Week, with emphasis on the Chapter's new member social scheduled for October. A November general membership meeting is also being planned. The next general membership meeting is scheduled for September 27, 2011 at TGI Friday's. The topic is "Coping with Stress and Avoiding Burnout." The next Board meeting is scheduled for October 4, 2011, at noon at Miller Canfield.

CORRESPONDING SECRETARY'S REPORT By Joyce Coker

Sympathy card to Cindy Comer on death of her mother. Cards to NALS of Michigan officers/past officers: Nancy Comfort (death of stepfather); Beverly Bishop (get well); Teri Garber (get well). A thank you note was received from Jan Staudacher:

Dear NALS members:

It was a pleasure serving as President of NALS of Greater Kalamazoo. Thank you very much for the Eve Salispa gift certificate. Take care my friends and know that I love ya.

Jan

Where Have All The Members Gone?

By: Diane Y, Berry, PLS
President, NALS of Greater Kalamazoo

When I look around at our meetings I often think to myself "this is a great group" or sometimes I think "we have more people on the Roster than this." We have members on the Roster that don't attend our meetings and other functions. We also have members that over time have disappeared from the Roster never to be heard from again. **WE MISS YOU!**

First, let's talk about those members on the Roster who don't attend the meetings or events. We, and I include myself in this, sit back and wonder "why don't they understand how much they would benefit if they would just participate and attend meetings?" We can speculate all we want but the truth is that YOU, the member, are the only one who really knows the answer to that question.

Second, do you ever sit around and think "I wonder whatever happened to so-and-so?" Over the years there have been many members in NALS of Greater Kalamazoo, but where are they now? For those who have left, **we want you to know what NALS has to offer you now.**

For those members who just haven't found the time to attend a meeting in a while, and those who have let their membership lapse, **we want you to come to a meeting and give NALS of Greater Kalamazoo a second chance. Please consider penciling in one of our upcoming meetings:**

September 27 – 5:30 at TGI Friday's

PROGRAM: Dr. Ron DeVries, Licensed Psychologist will be speaking on:
Coping with Stress and Avoiding Burnout

October 25 – 5:30 at The Beacon Club

(Dinner for potential new members only \$10!!!)

PROGRAM: Richard L. Martin - Michigan Coalition for responsible Gun Owners; NRA Training Counselor & Instructor; Certified Law Enforcement Firearms Instructor; Michigan ORV, Snowmobile & Marine Safety Instructor will be speaking on: *The Law Surrounding Carrying a Concealed Weapon and Home Safety Issues*

November 15 – 5:30 – program pending

WE WANT YOU BACK! We want to know what you need most from NALS, whether it is education, networking sources, camaraderie, etc., we are here for you. **We want you to know how NALS of Greater Kalamazoo can be of service you!**

CERTIFICATION STUDY GROUP

NALS of Greater Kalamazoo is forming a certification study group. It will meet Monday nights starting Monday, September 12, and will run from 5:30 p.m. until 7:00 p.m. The group will meet at Miller Johnson (6th floor conference room). Margaret Bristol will be the facilitator. If you park in the ramp across the street, Miller Johnson can stamp your parking ticket so you will not have to pay for parking. The next exam is scheduled for the first Saturday in March 2012. NALS.org has a list of the materials you will need for the study group. Please contact Tami Carl at Miller Johnson with any questions, 226-2966 or carlt@millerjohnson.com.

Note: If you are a member of NALS of Greater Kalamazoo, the chapter will pay your exam fee.

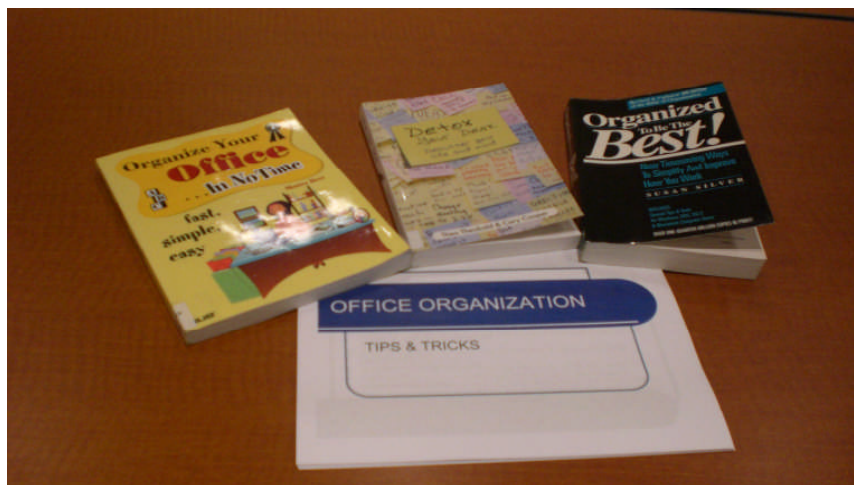


Scenes from the August 23, 2011, general membership meeting.

Tami Carl and Kathleen Hutchins did a presentation on tips for office and desk organization.

The meeting was held at the offices of Miller, Canfield, Paddock and Stone.

Some of the materials used by Tami and Kathy are shown below.



NALS of Greater Kalamazoo
Minutes of General Membership Meeting
Held August 23, 2011

The NALS of Greater Kalamazoo Chapter met on Tuesday, August 23, 2011, at Miller Canfield. The August 2011 edition of the *Pleadings* provided all members prior notice of the meeting. Eleven members were present at the meeting and two guests.

Prior to the meeting, Kathleen Hutchins and Tami Carl gave a presentation on tips and tricks for office organization. Immediately after the presentation, a short General Membership meeting was held as follows:

- I. **Call to Order:** President Diane Berry called the meeting to order at approximately 12:50 p.m.
- II. **Minutes:** Nancy Thomas made a motion to approve the July 2011 General Membership meeting minutes as published in the *Pleadings*. Cindy Broecker seconded the motion. The motion carried and the Minutes were unanimously approved.
- III. **Treasurer's Report:** Nancy Thomas made a motion to approve the July 2011 Treasurer's Report as published in the *Pleadings*, subject to audit. Kim Snow seconded the motion. The motion carried and the Treasurer's Report was unanimously approved, subject to audit.
- IV. **NALS:** Diane Berry reported that the State Bar is looking for individuals to assist at the upcoming State Bar meeting which will be held September 14-16. Diane reported that if one or more of our members attend and assist, our chapter will be able to reach the next level of our NALS membership goals.
- V. **Membership:** Diane encouraged all members to invite new members to join our chapter and to attend our upcoming membership meeting/new member social to be held in October. Diane announced the speakers and topics for the next two general membership meetings.
- VI. **Announcements:**
 - A. Board Meeting. The next Board meeting will be held on Tuesday, September 6, at noon at Miller Canfield.
 - B. General Membership. The next General Membership meeting will be held on Tuesday, September 27, at TGI Friday's. The topic will be "Coping with Stress and Avoiding Burnout." More details will follow in the September edition of the *Pleadings*.
- VII. **Adjournment:** No further business to come before the membership, the meeting was adjourned at approximately 1:00 p.m.

Submitted by Recording Secretary Tami Carl

NALS OF GREATER KALAMAZOO TREASURER'S REPORT

August 1, 2011 through August 31, 2011

Fifth Third Bank General Checking Account

Beginning Balance

\$1,057.20

Disbursements

Kim Snow (LPY supplies)	93.28
Miller Canfield (July Pleadings postage)	7.68
KCBA (insert in Annotations)	35.00
Nancy Thomas (Lunch for August Meeting)	60.12
Karen Hare (change from August Meeting)	14.00

Total Disbursements

210.08

Deposits

July General Mtg	40.00
August General Mtg	68.00
Membership	10.00
Transfer from Scholarship (2010-2011 \$330.50 newsletter, \$151.00 speaker's dinners, \$100.00 gas for State speakers)	581.50

Total Deposits

\$699.50

Ending Balance

\$1,546.62

Fifth Third Bank Savings Account - Scholarship Fund

Beginning Balance

\$8,698.76

Transfer to checking (\$330.50 newsletter, \$151.00 programs, \$100.00 mileage for State speakers)	- 581.50
interest August	+ .35

Ending Balance

\$8,117.61

Fifth Third Bank Savings Account - General

Beginning Balance

\$2,733.33

Interest August	+ .12
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Ending Balance

\$2,733.45

October 10-14, 2011
Theme: LEST WE FORGET

Gerald R. Ford

XXXVIII President of the United States: 1974-1977

Proclamation 4327 – National Legal Secretaries' Court Observance Week, 1974

October 14, 1974

By the President of the United States of America

A Proclamation

Our vast and complex system of justice cannot function without the skill and dedication of our Nation's legal secretaries. Without these unsung heroes of the legal process, the wheels of justice would grind to a permanent halt. They deserve the praise, gratitude and respect not only of their employers but of the system which they serve so well. One way in which their employers can demonstrate their appreciation for jobs well done is by giving their legal secretaries greater opportunities to observe courtroom proceedings—to see more of the system in action.

When President Gerald Ford made his National Legal Secretaries' Court Observance Week proclamation in 1974, he established the basis for a tradition of recognizing the skill and dedication of our nation's legal secretaries and the value of their contribution to the system we serve. That tradition has continued for 37 years, and this year's theme – Lest We Forget – is intended to be a reminder not only of the tradition of recognizing legal professionals but also to remind us that we should take time to honor others whose dedication and sacrifice made a lasting impact on our everyday lives.

2011 is the tenth anniversary of the 9/11 offenses. Her remembrance of those events inspired NALS past-president Mary Burns, PP, PLS, to suggest this year's theme. We encourage every member, chapter and committee to organize, publicize and participate in an event during the week of October 10-14 to promote the involvement of the legal professionals in our court system and to honor the memory of those lost on September 11, 2001. One way we can refresh our remembrance of the 9/11 legacy is to review H. R. 3162 enacted October 24, 2001, titled "Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT ACT) Act of 2001." It is landmark legislation. It enhances national security but also compromises many personal rights that we have taken for granted in the past. TSA searches at airports, compromised privacy protections, relaxed standards for government interception of oral and electronic communications, roving surveillance authority... we're all affected.

What can you do to get involved? Get a committee together with your local chapter mates to coordinate and promote a courthouse tour. Plan a CLE event featuring an effect of the USA PATRIOT Act. Need more ideas? Network with your NALS friends, or search the internet to learn what other chapters have done in the past. A search using the term "court observance week" will produce several useful links. And while you're online, take time to read the full text of both President Ford's proclamation at <http://www.presidency.ucsb.edu> and the USA PATRIOT Act at <http://epic.org/privacy/terrorism/hr3162.html> ...lest we forget.



NALS OF GREATER KALAMAZOO

“The Association for Legal Professionals”
www.nalsofgreaterkalamazoo.org
www.nalsofmichigan.org
www.nals.org

Tuesday, September 27, 2011

**TGI Friday’s
 5650 West Main Street
 Kalamazoo, MI**

**5:30 p.m. – networking
 6:00 p.m. – dinner
 Program to follow dinner
 General membership meeting to follow
 program**

**Program:
 “Coping with Stress and
 Avoiding Burnout”**

Speaker: Dr. Ron DeVries, Licensed Psychologist,
 Pine Rest Christian Mental Health

MENU

<p>Mediterranean Chicken Fusion Skewer. Marinated and fire-grilled with lemon –garlic sauce. Served with tzatziki cucumber yogurt sauce, jasmine rice pilaf, vegetable medley and grilled pita. \$12.39***</p>	<p>Shrimp Key West. Two skewers of shrimp dusted with Cajun spices, grilled over an open fire and splashed with a tangy Ginger-Lime dressing. Served with fresh steamed broccoli. \$11.27 *** (<i>under 750 calories</i>)</p>
<p>Grilled Chicken Cobb Salad. Classic Cobb Salad with balsamic-marinated chicken breast fire-grilled and drizzled with balsamic glaze; served alongside sliced avocado, fresh grape tomatoes, hard-boiled egg, bacon, crumbled bleu cheese and chopped romaine lettuce. \$11.02***</p>	<p>Southwest Burger. Burger topped with melted pepper jack cheese, sauteed peppers and onions, crispy Cajun-spiced fried onion strings with chipotle spread and fresh sliced avocado. \$11.77***</p> <p>Note: turkey available instead of beef if you prefer.</p>
<p>Petite Sirloin. 6-ounce filet-style cut of tender Black Angus sirloin fire-grilled, topped with maison butter and served with ginger lime slaw and broccoli. \$13.63 *** (<i>under 750 calories</i>)</p>	<p>***Note: please add \$2.29 to your total for pop or tea. Alcoholic drinks are available at your cost. All prices include tax, tip and gratuity.</p>

PLEASE NOTE OUR RESERVATION PROCEDURE: Please reply to the email address below with “NALS Reservation” in your subject line. Please give your name in the body of the email, as well as the names of any guests. **Please give your payment to Colleen VanSickle at the meeting.**

Please email your selection to **Tami Carl at: carlt@millerjohnson.com** by no later than **Friday, September 23, 2011.** Phone reservations will also be accepted, but email is preferred. Thank you!

NOTE: ONCE RESERVATIONS HAVE BEEN CALLED IN, YOU WILL BE RESPONSIBLE FOR PAYMENT FOR YOUR ORDER IF YOU CANCEL AND DO NOT FIND A REPLACEMENT.

Please call Tami at 269.226.2966 with any questions.

2011-2012 Officers

Diane Berry, PLS, President
Phone: 226-8860

Cindy Comer, PP, Vice President
Phone: 337-8185

Tami L. Carl, Recording Secretary
Phone: 226-2966

Joyce Coker, Corresponding Secretary
Phone: 226-2975

Colleen VanSickle, Treasurer
Phone: 385-4602

Nancy Thomas, PLS, Director
Phone: 381-7030

Nancy Thomas, PLS, Parliamentarian
Phone: 381-7030
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Nancy Thomas, PLS, *Pleadings* Editor
thomasn@millercanfield.com
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CALENDAR

Next Board Meeting

Tuesday, October 4, 2011

12 noon

Miller, Canfield, Paddock & Stone

Next General Membership Meeting:

Tuesday, September 27, 2011

5:30 p.m.

TGI Friday's

Program: Coping with Stress

NALS of Michigan Seminar:

"Arm Yourself" With Education

Saturday, October 1, 2011

9:00 a.m.

Holiday Inn, Grand Rapids

NALS of Michigan Board Meeting

Saturday, November 5, 2011

A.M. Seminar: Special Education Issues

State Bar Building, Lansing

**NALS of Greater Kalamazoo
P.O. Box 50221
Kalamazoo MI 49005**