

**Special Interest  
Articles:**

- Blanket Brigade  
Deadline

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**Denton County Paralegal Association**

## Blanket Brigade Volunteers

If you have a blanket at home that you prepared as a participant in our community service project, we will need to have it in hand by **September 21st**. We will present our handmade collection for the children at Denton County Friends of the Family at our October meeting.

Many thanks to all who participated, donated materials, and supported the effort on this wonderful community service project! You have helped make a difference in our community!

## Membership Drive Contest – Update

Submitted by Vicki Schmidt, Membership Chair

### ***The 2017 Membership Contest Nears the Finish Line***

Thanks go to all our members who brought guests to our meetings. The goal of the contest is to provide an incentive for the members to go outside their normal routine by inviting fellow paralegals to join our organization.

The membership contest will conclude at the September meeting when a WINNER will receive two tickets to the play “Big Fish” at the Campus Theatre and \$100.00 gift certificate to Hannah’s Restaurant.

The front runners are Daphina Park and Sunnie Palmer both having 15 points.

The following member has 10 points: Cheryl Cooper

The following members have 5 points:

Linda Lewis  
Kim Spivey  
Beth Honeycutt.

But—all that could change – show up to see if there is a photo finish!

Most important of all – **YOU MUST BE PRESENT TO WIN!!!**

## Meeting Notice

The Denton County Paralegal Association's next Luncheon will be on Thursday, **September 21, 2017** at noon at Oakmont Country Club, 1200 Clubhouse Drive, Corinth, Texas.

### 2017 Officers

Pamela Snavely, President  
psnavely@hbvwlaw.com

Daphina Park, President-Elect  
Daphina.Park@dentoncounty.com

Martha Gallegos,  
Secretary/Parliamentarian  
Martha.gallegos@dentoncounty.com

Lisa Pittman, Treasurer  
lpittman@hbvwlaw.com

Heather Walker, Historian  
heather.walker@dentoncounty.com

## Did you know...

We have streamlined the online registration process! Go to the DCPA website at <http://dentonparalegals.org/>. Under the Upcoming Events blue bar click the Monthly Luncheon & CLE link, then click the Register tab and provide the requested information. When registering online, you must indicate whether you plan to attend the CLE and pay for lunch, or will attend the CLE only. We encourage you to make the buffet lunch payment online. If you prefer to pay at the door, you can choose to receive an invoice during the registration process.

**Online Registration Is Required!** The deadline to register for this month's meeting is **September 20th at 3 p.m.** Be sure to complete the registration sequence to notify us that you will either attend the CLE and purchase lunch, or will attend the CLE only. That will help us ensure Oakmont is prepared for the number of guests who will go through the buffet line, and that we provide adequate seating for those attending CLE only. **Please note we must bill individuals who register for lunch even if they are unable to attend.**

## Directions to Oakmont

Oakmont Country Club is located in Corinth off I-35 East between Lewisville and Denton.

- Exit 461 – Shady Grove Road/Post Oak Drive
- Turn west onto Post Oak Drive
- Turn right (west) onto Robinson Road at stop sign
- Turn left (south) onto Oakmont Drive – you will see an Oakmont sign in the median
- Turn right into Clubhouse Drive (second right)

### 2017 Committee Chairs

**CLE**, Deborah Nyarangi  
Deborah@bowen-law.com

**Fundraising**, Daphina Park  
daphina.park@dentoncounty.com

**Legal Directory**, Cheryl Cooper  
ccooper@dentonlaw.com

**Membership**, Vicki Schmidt  
vicki.dcpa@gmail.com

**Newsletter**, Lisa Pittman  
lpittman@hbvwlaw.com

**Social**, open

**Scholarship**, Jenna Earhart  
jearhart@hbvwlaw.com

## **AGENDA FOR MEETING**

Date: September 21, 2017  
Place: Oakmont Country Club  
1200 Clubhouse Drive  
Corinth, Texas 76210  
Time: Noon

### **1. Welcome Members and Guests**

### **2. Speaker:**

Honorable David D. Garcia will give an informative presentation regarding the Veterans Treatment Court Program.

### **3. Old Business**

- a. Approve August Minutes
- b. Approve August Treasurer's Report

### **4. New Business**

### **5. Announcements**

- Martha Gallegos – Ad Hoc Committee for Judge's Plaque
- Sunnie Palmer - Ad Hoc Committee for Bylaws and Standing Rules
- Blanket Brigade – Status and Presentation at October Meeting
- Vicki Schmidt - Membership Drive Contest – Winner Announcement
- Vicki Schmidt – Will Take Nominations from the Floor for 2018 Officers (President-Elect, Secretary/Parliamentarian and Treasurer)
- Daphina Park – Ad Hoc Committee for Christmas Party – planning Thursday evening, December 7<sup>th</sup> at 6 p.m. at Ghenti's in Corinth

### **6. Door Prize**

### **7. Adjournment**

**CLE GUEST SPEAKER**

The Honorable David D. Garcia will be our guest speaker at the CLE & Luncheon Meeting to be held on **September 21, 2017** and will give an informative presentation regarding Veterans Treatment Court Program.

Judge David Garcia has served as the presiding Judge of the County Criminal Court #3 in Denton County, Texas since his appointment on September 1, 1997 and the presiding Judge of the Denton County Veterans Court since November 2012.

In March 2017, Judge Garcia received the American Counseling Association's Federal Legislative Service Award for his work with Veterans in the criminal justice system. Judge Garcia has served as a faculty member and has lectured at multiple judicial and legal education conferences. He has spoken at many local organization and agencies, state and national conventions on Veterans Treatment Courts and how the Criminal Justice system had become trauma informed to better understand and deal with justice involved veterans. Judge Garcia has also served on several judicial legislative and curriculum committees and other state-wide committees affecting the judiciary.

**UPCOMING EVENTS & IMPORTANT DATES!**

- September 21, 2017 - CLE and Luncheon at Oakmont  
The Honorable David Garcia, Guest Speaker
- October TBD - Texas Paralegal Day Celebration
- October 19, 2017 - CLE and Luncheon at Oakmont  
Donna Bloom, Guest Speaker
- Elections for 2018 Officers
- November 16, 2017 - DCPA Annual Business Meeting
- December 7, 2017 - Christmas Party



## **President's Message**

By: Pamela Snavely, ACP



At our monthly meeting on October 19<sup>th</sup>, members present and by proxy will cast ballots for qualified candidates who are running for election as DCPA Officers in the coming year. We will choose a new President-Elect, Secretary-Parliamentarian, and Treasurer to join the leadership team that will be presided over by Daphina Park as President in 2018. The Historian, appointed by the President and approved by the Executive Committee, will round out the slate of incoming officers who will work together to fulfill the mission of the association. It is a very exciting time full of possibilities!

### **Standing Committees & Chairs**

While the Executive Committee is responsible for the operation of DCPA as a whole, the Standing Committees devote time and attention to specific programs, events, and activities. Each of our Standing Committees is headed by a Chair who is an Active Member in Good Standing. The Chair organizes the team, serves as the spokesperson, and prepares quarterly and annual reports on behalf of the group. The official duties of the Standing Committees are contained in the Standing Rules and Bylaws. A practical overview of each committee follows this message.

The 2017 Standing Committees and Chairs are:

- Continuing Legal Education – Deborah Nyarangi
- Fundraising – Daphina Park
- Legal Directory – Cheryl Cooper
- Membership – Vicki Schmidt
- Newsletter – Lisa Pittman
- Scholarship – Jenna Earhart
- Social – Open

We are grateful to the 2017 Standing Committees and Chairs for donating their skills, creative ideas, and hard work to accomplish the tasks with which they are charged. As we move forward

## **President's Message Con't**

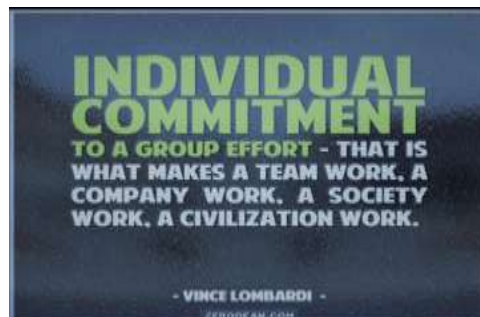
with a new line-up of leadership at the helm of the association, we will also need a few new Committee Chairs to take the place of those who are ready to rotate out. It is a great opportunity to try on a leadership role, acquire a different skill set, and build on your strengths! The ability to organize, prioritize, follow-up, and complete a project on time is a sure indication that you would be a good fit in a Committee Chair position!

### **Committee Members**

If you are not ready to take on the responsibility of a Committee Chair role just yet, be assured that your talents and willingness to be of assistance as a committee member are needed and very much appreciated. We are looking for people who will help lay the groundwork, are open to learning, and eager to develop their base of knowledge. Serving as a member of a committee will give you a better understanding of its goals and how to accomplish them. It is a great place to start and will help you build confidence and character as you develop your leadership skills. It is less time consuming than chairing, but provides valuable help to the Chair in managing the committee's tasks. This is also a great way to ease out of the spotlight if you previously served as an Officer or Chair. Volunteering as a member of a committee gives you the chance to wind down, yet maintain an active presence in the association. We still benefit from your wisdom and experience, and you have more time to enjoy the fruits of your labor and camaraderie of your committee team! All categories of members are eligible to serve as committee members.

### **Volunteers Make it Work**

Our association was built by volunteers and continues to thrive through members actively participating in its operation as volunteers! The incoming Executive Committee members look forward to having fully staffed Standing Committees with a dedicated Committee Chair ready to accomplish the plans and programs that await in 2018. Your commitment to serve as a Committee Member or Chair will help ensure a smooth and successful year for everyone. There are many benefits in volunteering to serve on a committee: it is excellent hands-on experience that will help you grow personally and professionally, it will enable you to forge new friendships, and it will help you establish lasting connections within the legal community. We need your help! Please take the opportunity to lend your skills and talent to the committee that interests you by contacting me at [psnavely@hbwvlaw.com](mailto:psnavely@hbwvlaw.com) or President-Elect Daphina at [daphina.park@dentoncounty.com](mailto:daphina.park@dentoncounty.com).



## **Overview of Standing Committees**

The official duties of each committee are listed in the Standing Rules and Bylaws. The overview below provides a general description of each. The Executive Committee works closely with Committee Chairs and Committee Members to provide training, input, approval, and support to accomplish their goals.

### **Continuing Legal Education**

The main focus of the CLE committee is to obtain knowledgeable guest speakers with substantive legal education topics relevant to the areas of law in which many of our members work or are interested. It takes thoughtful and committed individuals who have the ability to plan in advance for monthly CLE, and to organize the annual half-day seminar. Committee members reach out to a variety of paralegals, attorneys, judges, and other members of the legal community to obtain commitments for speaking engagements. It is important to review intended presentations for CLE approval and substantive legal education content prior to the seminar. The committee keeps the membership apprised of educational opportunities with sufficient advance notice and reminders, and is responsible for providing a token of appreciation to our esteemed guest speakers.

### **Fundraising**

This committee is responsible to develop and pursue fund-raising projects for the association as approved by the Executive Committee. The creative individuals that serve on this committee work to provide entertaining and appealing fundraising opportunities. Proceeds from fundraisers are used to cover association expenses and are regularly shared with community outreach programs the association supports. At times the Fundraising and Social Committees will join forces to accomplish their goals together. We have traditionally held a Valentine's Fundraiser each February that is very popular, and in past years a joint Bingo Social/Fundraising event with the folks who reside at Bridgemoor Independent Living Home. Silent auctions, door prize raffles, collection of canned goods for food drives and school supplies for back to school drives are among the other fundraising ideas the committee has pursued.

### **Legal Directory**

The Legal Directory is compiled and published every two years by this committee. It is a major fundraising project that takes commitment and diligence to keep it on track to meet deadlines and produce a quality product. The committee solicits advertisers and handles advance advertising sales to determine the selling price of the directory based on cost of publication and distribution. It is the committee's responsibility to obtain, review, and update contact information for the Legal Directory database. Contact information in the directory includes DCPA members, Attorneys, Denton County Offices, the Judiciary, Municipalities, Municipal Courts, Law Enforcement, and Legislative offices within Denton County.



## **Membership**

The Membership Committee reviews all new applications for membership and investigates to ensure the qualifications of potential members correspond with membership criteria. Members of this committee also review renewal applications, members' CLE hours, and payment of the required fees. Computer savvy and the ability to use the Wild Apricot membership software is important. Committee members provide hospitality to members through recognition of birthdays, special events, and other milestones. They provide outreach to potential members, help determine ways to generate new members, and incentives to increase membership. This team procures the membership door prize for the monthly meetings. The Membership Chair also serves as Elections Chair to receive announcements for elections, review qualifications of the candidates to determine eligibility, prepare the ballots, and handle the election process.

## **Newsletter**

Our newsletter "The Verdict" is required to be sent to the membership prior to the monthly meeting. The members of this committee solicit information, articles, member news, legal updates, and reminders from Executive Officers, Committee Chairs, and Members to accomplish that purpose. Committee members must be diligent in communicating with various individuals to meet established deadlines. The ability to work with the publishing software, to review and edit information for meaning and clarity, and make last-minute changes as may be necessary are important skills for members of this committee.

## **Scholarship**

The Scholarship Committee reviews all applications for financial assistance from members who commit to further their education by testing for the CP exam, ACP exam, and TBLS Board Certification exam. Scholarship funds become available to members attending the Texas Advanced Paralegal Seminar when there are no applications tendered by testing examinees. This committee tracks and reviews applications to ensure qualifications and criteria are met. They work with the Executive Committee who reviews the final applicants to render the decision regarding Scholarship recipients.

## **Social**

Paralegals work hard and deserve time to refresh and relax with one another outside of the office environment. In years past, we have organized outings including Scavenger Hunts, Ice Cream Socials, Swimming Parties, Bowling Night, Painting with a Twist, Happy Hour Mixers, and our end of the year Christmas Social. This committee is responsible to organize events, solicit sponsorship, procure door prizes, generate enthusiasm, and encourage participation. At times the Social and Fundraising Committees will join forces to accomplish their goals together. This year some of our social gatherings were combined with our community service project, The Blanket Brigade. We were able to enjoy the camaraderie of learning new skills together while working for the betterment of our community.





## Birthdays


Our members with October Birthdays are:


Kathy Geoffrion (10/02)  
Cheryl Cooper (10/3)  
Michelle Beecher (10/5)  
Kristen Edwards (10/5)  
Fred Bowles (10/10)  
Kelly Campbell (10/18)  
Suzi Wilkinson (10/24)  
Gloria Porter (10/31)


Hope each of you will have a **Happy Birthday!**

## 2017 TAPS – October 4<sup>th</sup> – 6<sup>th</sup>

Paralegal Division of the State Bar of Texas

10/4/17-10/6/17  [www.txpd.org/taps](http://www.txpd.org/taps)

**TAPS**   
*UnMasqued*  
**KNOWLEDGE AWAITS 2017**

Crowne Plaza  Addison, Texas

.....  
**Online Registration Opens June 1**

Three-Day registration includes 14 CLE hours,  
speaker materials, 2 social events, and Keynote luncheon.  
Single day registrations are available for CLE and seminar materials.

**Hotel Reservations**

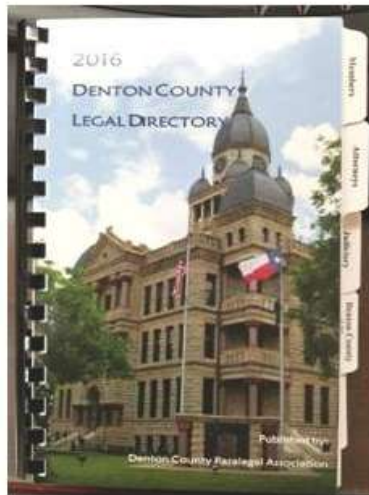
The reservation deadline is September 12, 2017. Hotel reservations must be booked and cancelled through the Crowne Plaza. Guest room rate is \$139 for single/double. To reserve a room, [register online](#) or call 972-980-8877 and specify group **TAPS 2017 Paralegal Division State Bar Group** (call in only).  
Note: Call if the desired room you are reserving is not available online.

## Annual Officer Election

Friday, September 15<sup>th</sup> was the deadline to submit your intention to run for office for DCPA for 2018. The annual election will be during the October business meeting to fill the following positions: President- Elect; Secretary/Parliamentarian; and Treasurer.

## 2016 Legal Directory

By: Cheryl Cooper, Committee Chair



The 2016 Legal Directory Committee of the Denton County Paralegal Association is pleased to report that we have published our Denton County Legal Directory.

We are providing two options for the directory this year: a bound hard copy of the directory, as well as a digital copy of the directory that is on a flash drive. This is the first time in the history of DCPA that we have offered a digital copy of the directory and we are very pleased at the way they turned out.

If you, or someone you know, would like to purchase one of these directories, please contact Cheryl Cooper at [ccooper@dentonlaw.com](mailto:ccooper@dentonlaw.com); Work (940) 891-0003; or Cell (979) 277-8761.

Digital directory - \$15.00 (\$2.50 Shipping Fee)

Bound directory - \$22.00 (\$4.50 Shipping Fee)

Both directories - \$35.00 (\$6.50 Shipping Fee).

If you prefer to pick up a copy at no additional cost, you may do so at Alagood Cartwright Burke P.C., 319 W. Oak Street, Denton, Texas, 76201, with advance notice. Checks should be made payable to Denton County Paralegal Association and either hand-delivered or mailed to our address.

## **Support Our Sustaining Members**

Please help support our Sustaining Members by calling them when you have a project that needs outside support. Remember it is through their continued support and generosity that DCPA is able to provide social events at a low cost.

### **County Process Service**

#### **Fred Bowles**

159 Sunny Side Lane  
Valley View, Texas 76272  
Phone: 940-390-0914  
Fax: 940-484-6054  
Email – [fbowles@ntin.net](mailto:fbowles@ntin.net)

### **Stoffels & Associates, Inc.**

#### **Janel M. Stoffels**

207 W. Hickory, Suite 304  
Denton, Texas 76201  
Phone: 940-565-9797  
Fax: 940-565-9197  
Email – [jmstoffels@aol.com](mailto:jmstoffels@aol.com)

### **File & ServeXpress**

#### **Jesse Guerrero**

500 E. John Carpenter Fwy  
Irving, Texas 75062  
Phone: 972-893-6691  
Fax: 888-529-7587  
Email – [jguerrero@fileandserve.com](mailto:jguerrero@fileandserve.com)



**Minutes**

1. President Pamela Snavelly called the meeting held on August 17, 2017 to order at 12:14 p.m. at Oakmont Country Club in Denton. President Snavelly welcomed 17 members, 7 guests and speaker.
2. The Guest Speaker was Tiffani Lohmann Kilgore. Ms. Kilgore is an attorney with Legal Aid of Northwest Texas. She gave a presentation of Grandparents' Rights.

**OLD BUSINESS**

3. President Snavelly asked for a vote on the July meeting minutes. A motion for approval was presented by Michele George and seconded by Sunnie Palmer. The motion carried by unanimous vote.
4. President Snavelly asked for a vote of approval for the July Treasurer's report. A motion for approval was presented by Jenna Earhart and seconded by Lisa Bowles. The motion carried by unanimous vote.

**NEW BUSINESS**

5. President Snavelly talked about the Denton County Retired Judges Plaque and reminded members there will be a Recognition Ceremony that will be held September 14<sup>th</sup> to honor several retired judges. Would like for all DCPA members to attend this event to show our appreciation.
6. Sunnie Palmer gave an update on the Bylaws. They will be improving and exploring different levels of membership.
7. An update on the status of the Membership Drive Contest was given. Winner will be announced at next DCPA Luncheon, September 21, 2017.
8. Our next Blanket Brigade work night is scheduled for August 29, 2017 at the office of Hayes, Berry, White & Vanzant. Our goal is to donate 25 blankets to Friends of the Family by October.
9. Daphina Park discussed plans for the Christmas Party. It is tentatively scheduled for 1<sup>st</sup> week of December.
10. President Snavelly talked about the elections. Deadline will be September 15, 2017. If interested in being in the Executive Committee please turn in name to Vicki Schmidt by deadline.
11. Sharron Dowdle was the winner of the door prize.
12. There being no further business, President Snavelly adjourned the meeting at 1:00 p.m.