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## Denton County Paralegal Association

### Time to Renew Your Membership!

Submitted by Sunnie Palmer, Membership Chair

February 1st marks the renewal date for most members' membership. Members can renew their membership on the association website. Payment can be made by credit or debit card or PayPal securely on the website or by mailing a check.

Please follow the steps below to renew your membership today. If you see that your renewal date after renewing would be later than February 2016, please stop the renewal process and contact membership committee chair Sunnie Palmer.

If you have any questions, contact Sunnie Palmer at [sunnie@zellmerlaw.com](mailto:sunnie@zellmerlaw.com) or (940) 383-2674.

Step 1: Go to [www.dentonparalegals.org](http://www.dentonparalegals.org) and click "Log In" in the upper right corner.

Step 2- part a: Log in using your email address and password.

Step 2- part b: If you have never logged in before or if you have forgotten your password, click the "Forgot Password" Link, and you will be prompted to choose a new password.

Step 3: When you have logged in, you will see a black bar across the top of the screen with your name, "Change Password", and "Log Out". Click the second blue tab, "Apply".

Step 4: On the bottom of the page, you will see a warning "You are already a member." Click on the link "Edit your member profile."

Step 5: Click on "Renew until February 1, 2016". The date you see may be slightly different. If the date you see is after March 2016, please email [sunnie@zellmerlaw.com](mailto:sunnie@zellmerlaw.com) before renewing.

Step 6: Review your member profile for any changes, and then click "Update and next".

Step 7: Review and confirm your information and click "Confirm".

## Time to Renew Your Membership! Con't

Step 8: If you choose to pay online with credit card or PayPal, click "Pay online". If you choose to pay by mailing a check, click on the blue Invoice link.

Step 9- paying online: If you have selected to pay online, you will see the screen below. You can either log in to your PayPal account to pay, or Click "Pay with a debit or credit card" to pay directly with a credit or debit card. If you do not have a PayPal account but would like one, in another tab, simply go to [www.paypal.com](http://www.paypal.com) to set up an account. Then at this screen, log into PayPal.

Step 10- paying online: whether paying directly with debit or credit card or paying with PayPal, you will see a new screen to enter your payment information, and then a confirmation screen.

You have successfully renewed your membership with DCPA! Thank you!

Step 9- paying by check: Please make your check payable to Denton County Paralegal Association in the amount of \$35.00 and mail to P.O. Box 2641, Denton, TX 76202. If payment is not received 7 days from the date of the online renewal, the member will be contacted by the membership committee, and then if payment is not received within 10 days, the member's renewal will be canceled.

Members whose firms pay for several memberships by check should complete their renewal online and verify that their office will be mailing a check for all dues payments.

Members whose employers issue payment after a waiting period (Denton County employees, for example) should complete their renewal online and submit the proper request for payment to their employer. The long-standing relationship between DCPA and Denton County allows us to wait for your payment.

If your payment will not be received by DCPA within 7 days from your renewal AND you are not a Denton County employee, please email Sunnie Palmer at [sunnie@zellmerlaw.com](mailto:sunnie@zellmerlaw.com) to provide more details.

When you log into the website, you will continue to see a balance due until your check has been received and payment has been credited to your membership.

You have successfully renewed your membership with DCPA! Thank you!

## Meeting Notice

### 2015 Officers

Cheryl Cooper, President  
mlj@steelelawfirm.com

Melody Brackeen, President-Elect  
mbrackeen@dentontexaslawyers.com

Pamela Snavely, Secretary/Parliamentarian  
psnavely@hbwlaw.com

Lisa Pittman, Treasurer  
lpittman@hbwlaw.com

Kim Guertler, Historian  
Kim.guertler@dentoncounty.com

The Denton County Paralegal Association's next Luncheon will be on Thursday, **January 22, 2015** at noon at Oakmont Country Club, 1901 Oakmont Drive, Corinth, Texas.

The all-inclusive cost of lunch is \$14.00 payable when you sign in. We cannot accept debit or credit cards, or make change, so please bring **exact** amount of cash or a check made payable to DCPA.

## Did you know...

Payments for the CLE Luncheon can now be made online. For more information and online registration see Events/CLE Luncheon at [www.dentonparalegals.org](http://www.dentonparalegals.org).

**RESERVATIONS ARE REQUIRED** and can be made via e-mail to **Cheryl Cooper@mlj@steelelawfirm.com**. The deadline to RSVP is **January 16, 2015**.

**Notice: We must notify Oakmont of the number attending prior to the meeting for preparation of adequate food and seating arrangements. Those that have RSVP'd will get served and seated first. We cannot guarantee that you will have seating or food if you do not RSVP. Please note we are also required to bill those individuals who make reservations and do not 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 Oakmont Country Club (second right)

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### 2015 Committee Chairs

**CLE**, Michelle Beecher  
mbeecher@dentonlaw.com

**Fundraising**, Melody Brackeen  
mbrackeen@dentontexaslawyers.com

**Legal Directory**, Brandi Hunter  
BHunter410@gmail.com

**Membership**, Sunnie Palmer  
sunnie@zellmerlaw.com

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

**Social**, Heather Walker  
heather.walker@dentoncounty.com

**TAPA**, Jennifer Stout  
jennifer.stout@dentoncounty.com

**Ad Hoc Scholarship**,  
Wanda Woodworth  
wandawoodworth@dentoncounty.com

## **AGENDA FOR JANUARY MEETING**

Date: January 22, 2015  
Place: Oakmont Country Club  
1901 Oakmont Drive  
Corinth, Texas 76210  
Time: Noon

- 1. Welcome members and guests**
- 2. Old Business**
  - a. Approve November 2014 Minutes and November/December 2014 Treasurer's Report
  - b. Announce/introduce DCPA officers elected for 2015 year
- 3. New Business**
  - a. 2015 Budget and Committees. Announce chairs and that budget was approved by Executive Committee.
  - b. Encourage members to sign up for committees. Encourage committee chairs to meet new members and try to get them involved.
  - c. Remind everyone to check out the website and our Facebook page.
  - d. Participation prize
- 4. Meet and Greet among members; games and get to know your fellow members**
- 5. Announcements**
- 6. Adjournment**

## President's Message

By: Cheryl Cooper



*Say goodbye to the old year and welcome the new one,  
with all its possibilities, hopes, and dreams.*

Hello, everyone. It's January, which means that we have just celebrated the beginning of a new year and all that it holds for us. We can close the chapter of our lives that was 2014 as we begin the newest chapter of our lives that is 2015.

I hope that everyone had a safe and blessed Christmas (or Hanukkah or Kwanzaa or whatever you celebrate), and a Happy New Year. I sure felt old as I struggled to stay awake to ring in the new year on New Year's Eve. Man, I'm getting old. And, that is saying something for an unreformed night owl, like myself.

Of course, we all know that a new year brings the hopes, possibilities, and dreams of what may come and that usually means RESOLUTIONS! For some, the word 'resolution,' although it may initially inspire hope and resolve for lasting change, it may also carry a negative connotation as many people, although very committed to their New Year's resolutions in the beginning, let them quickly fall by the wayside as real life and all its challenges get in the way. Plus, sometimes, we're just plain TIRED. I recently heard someone say that the difference between a dream and a goal is a PLAN. I think they're right. A dream is a great thing to have, but a goal is attainable – IF you have a plan. So, I encourage you to spend a little time contemplating this shiny new year and think about what you want to change or accomplish in it. Write your goals down and then revisit them on occasion to see how you're doing. You may need to tweak your list and your plans for accomplishing your goals, but any progress is still progress, right? I think you'll be surprised how much you can accomplish if you'll start with small attainable goals which can lead to bigger goals and even major life changes. Once you accomplish your smaller goals, they provide the incentive and needed success to continue on to even greater change.

I hope that one of your goals is to become involved in a tangible way (if you're not already) as a member of DCPA. Your Executive Committee and Committee Chairs have already been hard at work meeting, planning, and putting their ideas into action. One of my goals for DCPA is for us to become better acquainted so we can more effectively network and support one another. DCPA certainly has their plate full in the early part of this new year. Our annual Valentine's Day Fundraiser has thus far been our biggest fundraiser and is always well received by the legal community and Courthouse staff. I know Melody Brackeen and her Fundraising Committee will need your support to make this year's endeavor a success. We are also working very hard to pull together and finalize our plans for the TAPA Conference that is scheduled in Denton at the Courtyard Marriott for April 10-11, 2015. We are this year's host. The TAPA (Texas Affiliation of Paralegal Associations) Conference hosts a half day seminar on Friday, a Friday night meal and social, with a full day conference on Saturday which involves each association an opportunity to present a synopsis of what their particular organization has done or is doing that turned out to be successful or effective. It is very inspiring to hear what other groups in Texas are doing.

Another big event I want to talk to you about is our Legal Directory. The last time we published a directory was 2012. We normally publish a directory every other year, but last year the Executive Committee voted to delay it until this year due to the election of significant offices last year, and in consideration of the new judges who would assume their benches in January of 2015. Brandi Hunter bravely agreed to take on the daunting task of Legal Directory Chair last year, and has agreed to remain as Chair this year. She needs some help. If you can assist Brandi by proofing some sections of the directory, it would be greatly appreciated. Also, if you're interested in serving on that committee, I know Brandi would be happy to have your help and ideas. Brandi has presented us with something new this time – the option of a digital directory. You will still be able to purchase a hard copy of the directory, or both. The digital copy will be offered at a cost that is lower than the traditional hard copy. I love her innovation and her ability to catapult us all into the 21<sup>st</sup> Century.

## President's Message Con't

Speaking of innovation... We are so fortunate to have seasoned, well trained members who have much to offer us. They have kept DCPA and the legal community afloat for a long time, through prosperity and hard times. We do, however, want to inspire younger or less qualified paralegals to become involved members of our organization. They can provide us with fresh perspective and energy that will provide the innovation and momentum we need to continue to grow our organization and stay current. Encourage someone to become a member. Inform others of the scholarships we offer annually to a student wanting to obtain her paralegal certification, and to a paralegal desiring to become certified. If you're interested in more information, contact Wanda Woodworth, the Scholarship Chair.

I know that Heather Walker, our Social Chair, and her committee of fun loving, social folks are working on some fantastic projects for us to become better acquainted and have some fun this year to balance out all the demands we have in our professional and personal lives.

Michelle Beecher, who graciously agreed to remain as CLE Chair, has some wonderful speakers lined up for us this year. I can't wait. Michelle also is planning our ½ day seminar for sometime later this year when things calm down a bit.

Sunnie Palmer, our Membership Chair, and her committee have done so much work already to get membership applications ready for renewal. Sunnie has so much knowledge and is our website and social media guru. I don't think there is any way for anyone to know how much work she does quietly in the background that is such a huge benefit to all of us. Thank you, Sunnie.

Lisa Pittman is our Treasurer and the Newsletter Chair. Where would we be without Lisa? I shudder to think. Make sure you let Lisa know how much you appreciate all her hard work. I certainly do. We really have no idea how much Lisa and her firm do for us to keep things running efficiently and in order.

If you have interest in a certain committee or have contacts or ideas you can offer, please let us/me know. We can direct you to a committee where you can offer your time and talents. One thing I'd like to see continue is our

Participation Prize that we typically give away to a member in a drawing at the November meeting. The first year, we had an iPad Mini that was won by Carolyn Ganzer. This prize was procured by Michelle Beecher by an anonymous friend. Last year, we had a beautiful Pandora charm bracelet that was won by Pam Snavely. That prize was procured by Melody Brackeen and donated by Peter Nasr of Nasr Jewelry. This year, we do not yet have a prize. If any of you know of someone willing to donate a very nice prize, we would love to hear from you so we can continue this tradition.

I will soon be sending out a letter to all attorneys and some businesses with our new DCPA trifold. This is one of our efforts to bridge the gap between the attorneys and paralegals, to garner some financial support, to encourage attorneys to have their paralegals either become members, or support them by paying for their membership and CLE luncheons. I sure hope it also will result in contributions and/or sponsorships from attorneys and/or their firms.

Be sure to check out our website: [www.dentonparalegals.com](http://www.dentonparalegals.com) and our Facebook Page under *Denton County Paralegal Association*. I hope you will notice that there is increased activity on these websites. We want you to be a part of it, so as you contemplate your goals for this year, I hope DCPA is on your list.

Writing this article has already made me tired. But, my hope is that our collective efforts will be fruitful and bring forth a great harvest. Happy New Year everyone!

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## Birthdays

Our members with January & February Birthdays are:

Monica Smith (1/2)  
Lacee Young (1/5)  
Joni Barr (1/9)  
Vicki Schmidt (1/11)  
Brandi Hunter (1/21)  
Nina Winfrey (1/21)  
Carol Pelzel (1/24)  
Amy Riggs (1/24)  
Christy Rodgers (1/24)  
Toya Brown (2/5)  
Jennifer Harris (2/10)  
Debbie Mitchell (2/10)  
Delma Aguilar (2/12)  
Adriana Sanchez (2/14)  
Kim Guertler (2/19)  
Andrea Finley (2/27)

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

## Membership News

Please encourage those paralegals and others in the legal field, whom are not currently members, to join. If you know of anyone who would like to join, please contact Sunnie Palmer at [sunnie@zellmerlaw.com](mailto:sunnie@zellmerlaw.com).

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### Benefits of Membership In The Denton County Paralegal Association Include:

- ❖ Receipt of the monthly issue of *The Verdict*
- ❖ Free Accredited CLE at monthly meetings
- ❖ Continuing Legal Education seminars on various topics
- ❖ Job Bank
- ❖ Motivation
- ❖ Networking with other paralegals in Denton County
- ❖ Professional growth through participation
- ❖ Communication and promotion of professional conduct and responsibility
- ❖ Continued individual and professional growth as paralegals

## **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.

### **Stewart Process Service, Inc.**

#### **Bruce G. Stewart**

110 Sheraton Place  
Denton, Texas 76209

Phone: 940-367-4643

Fax: 940-484-0999

Email – [stewartprocess@verizon.net](mailto:stewartprocess@verizon.net)

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

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

207 W. Hickory St., Ste. 304  
Denton, Texas 76201

Phone: 940-565-9797

Fax: 940-565-9197

Email – [jmstoffels@aol.com](mailto:jmstoffels@aol.com)

### **The Reporting Professionals**

#### **Cheryl K. Perlich**

2925 Country Club Road, Suite 104  
Denton, Texas 76210

Phone: 940-484-6053

Fax: 940-484-6054

Email – [reportingpros@sbcglobal.net](mailto:reportingpros@sbcglobal.net)

### **County Process Service**

#### **Fred Bowles**

159 Sunny Side Lane  
Valley View, Texas 76272

Phone: 940.-390-0914

Email - [fbowles@ntin.net](mailto:fbowles@ntin.net)



**Minutes**

1. President Kim Guertler called the meeting of November 2014, to order at 12:15 p. m. at the Oakmont Country Club. There were 19 attendees (18 members, 1 guests). President Guertler welcomed guests.

OLD BUSINESS:

2. President Guertler asked for a vote on the October, 2014 meeting minutes. A motion for approval was presented by Christy Powell and seconded by Beth Honeycutt. The motion carried by unanimous vote.
3. President Guertler asked for a vote of approval of the October, 2014, Treasurer's report. A motion for approval was presented by Priscilla Brooks and seconded by Jennifer Stout. The motion carried by unanimous vote.

NEW BUSINESS:

4. President Elect Cheryl Cooper gave a committee chair updated advising that Heather Walker had graciously agreed to serve as chair for the Social Committee. Also announced that we are still in need of a CLE Chair as well as additional volunteers for committees. She asked that anyone interested please email her.
5. Priscilla Brooks, Social Committee Chair, announced that the Christmas Social is on December 4, 2014 from 6:00 p.m. to 8:00 p.m. at Angelina's Mexican Restaurant. Please bring a wrapped ornament as well as a new unwrapped toy for the donation box.
6. President Guertler drew Pam Snavely's name for the end of year prize. Pam won the Pandora Bracelet donated by Peter Nasr from Nasr Jewelers.
7. President Guertler thanked everyone for a wonderful year, all the committee chairs for their hard work and a successful 2014. We then played Bunco until 1:00 p.m.
8. Meeting was adjourned at 1:00 p.m. by President Guertler

**Denton County  
Paralegals Association**

PO Box 2641  
Denton, TX 76206

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Denton-County-Paralegal-  
Association](https://www.facebook.com/pages/Denton-County-Paralegal-Association)

We're on the Web!

*See us at:*

[www.dentonparalegals.org](http://www.dentonparalegals.org)