



The VALS News

Fall Issue 2009

Book 47 – Volume I

VALS ... the association for legal professionals

Established 1962

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From the President

Tammy Surles, VALS President

I hope this message finds everyone well and enjoying your summer. It was great seeing all of you who attended convention. As always, I had a great time and want to again thank Virginia Beach and Prince William for hosting a wonderful weekend! I also want to thank everyone that volunteered for committees and helped to fill my roster in such a short time. I am looking forward to working with everyone this year in moving VALS forward and growing as an association.

Darlene and Linda came back from Tulsa excited about the new membership campaign and all of the information they received. I am looking forward to their leadership/membership workshops this year and the implementation of the “Think Big” membership campaign. I encourage everyone to participate. I would like to see our membership increase to at least 200 this year so if we work together and think big, I know we can meet this goal!

As always, I am here for you if you have any concerns, questions or ideas. Please feel free to give me a call or email anytime. I welcome new ideas that can be implemented to enhance VALS. I look forward to seeing everyone in September in Fredericksburg!

Whatever course you have chosen for yourself, it will not be a chore but an adventure if you bring to it a sense of the glory of striving, if your sights are set far above the merely secure and mediocre.

- David Sarnoff

VALS 2009/2010 Officers



From Right to Left: Tammy Surles, President; Darlene J. Price, PP, PLS, President-Elect; Linda Kelley, PLS, Vice President; Kelly Hickey, PP, PLS, Recording Secretary; Heather Hale, PLS, Treasurer; and Robin Wilson, PLS, Regional Liaison

Welcome New Members

Please welcome our newest members:

April **Sarah C. Eller** (RVLSA)
 McGraw Law, PC
 2727 Electric Rd., SW, Ste. 207
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Elizabeth Groseclose (NRVLSA)
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May: **Kimberly S. Ferguson** (CALSA)
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Sandra N. Jackson (RVLSA)
Joel S. Jackson, Law Office
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Michele Kaminski (FALSA)
204 Via De Rosa Dr.
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June: **Alissa D. Furman** (NVLSA)
43835 Timber Sq.
Leesburg, VA 20176

Tracy W. Goodwin (PWCALSP)
12078 Mason Dr.
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July: **Debra M. Lyons** (NRVLSA)
4740 Black Hollow Heights Ln
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165-4 Alan Dr.
Newport News, VA 23602
garrigama@yahoo.com

Call to Second Regular Meeting of the Board of Governors

VALS . . . *the association for legal professionals*

Office of: VALS Recording Secretary



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E-mail: kelly_hickey@gentrylocke.com

TO: ALL VALS ELECTED AND APPOINTED OFFICERS AND CHAPTER GOVERNORS:

The Second Regular Meeting of the Board of Governors of VALS . . . *the association for legal professionals* for the fiscal year 2009-2010 will be held on September 13, 2009, at Fredericksburg Hospitality House & Conference Center, 2801 Plank Road, Fredericksburg, VA 22401. FALSA...*the association for legal professionals* is hosting this meeting.

Twenty (20) copies of written reports of VALS Elected and Appointed Officers, Committee Chairmen, and Chapter Governors should be submitted to VALS President Tammy Surles at 24 Shenandoah Drive, Fredericksburg, Virginia 22408 by August 25, 2009.

VALS Elected or Appointed Officers, Committee Chairmen, and Chapter Governors or Designated Alternate Governors who will be unable to be present shall notify VALS President Tammy Surles by phone at: 540-373-5300 (office) or 540-840-6143 (cell).

Hotel: A limited number of rooms have been blocked off at the Fredericksburg Hospitality House & Conference Center for this meeting. Please make hotel reservations directly with the hotel on or before August 25, 2009.

Board Meeting: Registration deadline is August 25, 2009. Registration information and schedule are contained in the VALS News. A \$5.00 late fee must accompany the registration after the deadline. No refunds will be given after September 3, 2009.

cc: VALS Committee Chairmen, Chapter Presidents and At-Large Members.

Report of Vice President/Membership Chair

Linda E. Kelley, PLS

The **Think Big** campaign is in full swing! Calculations will be made at the end of August for the winners of the first trimester.

Please, please notify NALS as soon as you have changes in your roster, whether they are new members, renewing members, or terminating members. This will make the results more accurate because NALS will have the updated information. As I indicated at the beginning of the campaign, I will be using the NALS membership lists to make the determination of the winners. So we want them to be very accurate. Also, it would be helpful if you would email me with your changes as I am trying to keep the VALS directory updated and current.

I am asking that the Chapter Vice Presidents be prepared to report at the Fall Institute on what their chapters have done to **Think Big** and what goals the chapter and/or its members have set.

I am looking forward to seeing you at the Fall Institute. Darlene Price, PP, PLS, President-Elect, and I have a really fun event planned during the lunch on Saturday. It will be our version of Toy Story and will stretch your minds relative to membership and leadership.



Anticipating a GREAT TIME with the VALS Community at the Fall Institute in September in Fredericksburg
 –Cindy Lane Hughes

FALSA

Deborah M. Yencha, PP, PLS, Governor

A big “Thank You” to Prince William County and Virginia Beach LSA’s for a lovely Annual Meeting and Convention. All the attendees were given the royal treatment throughout the weekend. Our lovely “Princess” Tammy will preside over another year of VALS memories. Congratulations to TAMMY and the new 2009-2010 VALS Executive Committee!

In May, FALSA installed our officers at Lone Star Steakhouse in Fredericksburg. Our 2009-2010 officers are: Becky Bennett, President, Linda Crowe, Vice President, Bobbe King, Secretary; and, Debbie Yencha, PP, PLS, Treasurer/ Governor.

We are starting the year off right with two new members, Debra Love and Michele Kaminski. Welcome ladies to FALSA/ VALS/ NALS!

Don’t forget, VALS Fall Institute is in Fredericksburg this year! We will be in the Central Park area of town with lots of shopping, dining and more shopping opportunities. See you all there!

NPALSA

Virginia B. Vernon, Governor

We keep moving along having excellent speakers, fundraisers, and doing fun things as well.

In May, Stephen Perkins from McKenry, Dancigers, Dawson & Lake, P.C. spoke to us on subpoenas duces tecum for telephone records, etc. We also had in attendance our Scholarship winner, Joseph B. Frazier, along with his parents. NPALSA once again has presented a \$250 scholarship this year.

In June, Carl Eason from Wolcott Rivers Gates came and spoke to us on Ethics for the Legal Assistant.

July was our Summer Social month. We took in a Murder Mystery at the Virginia Beach Oceanfront. We were able to get 27 adults to attend. We all had a grand time and really enjoyed the activity. We extended invitations to local chapters in our area, and several people from VBLSA attended.

We are planning fun fundraisers again this year. Yankee Candle is starting in August. We did Pampered Chef in May. If you are interested in any Yankee Candle products, feel free to contact a member and we will be glad to take your order.

Service projects are in the works again this year. We will once again be working at the Southeastern Food Bank and we have plans to help The Dwelling Place as well.

NPALSA is hosting the VALS Winter Board meeting. Everything is nicely falling into place thanks to our President, Vicki Wilhelm. The Hilton Garden Inn will be the site for the meeting. The contract has been signed, and only minor details remain. We look forward to seeing everyone in Chesapeake, Virginia, on February 6, 2010.

NPALSA's membership continues to grow. We have 12 members and 1 associate member.

Hope everyone has a safe trip to Fredericksburg. See you all there.

NPALSA is busy working on the VALS 2010 Winter Board Meeting. Just to let you know and so you can put it on your calendars (I don't know about you but my calendar fills up really quick after the Fall Board Meeting), it will be held on Saturday, February 6, 2010, at the Hilton Garden Inn in Chesapeake (Greenbrier area). More details will be in the governors' packets at the Fall Board Meeting. Hold that date!

Look forward to seeing everyone in the Fall!

Vicki Wilhelm, PLS
NPALSA President

Peninsula Assoc. of Legal Support Staff

Barbara J. Rippon

Our new year is off to a good start with installation of officers and presentation of our Scholarship Award at our May meeting. The newly installed officers are:

President - Patricia L. O'Connor, PLS
Vice President - Dawn Rogers
Recording Secretary - Beth Klapper
Treasurer - Ruth Simkins
Governor - Mary J. Lenhart, PP, PLS



Our scholarship recipient, Samantha Roth, and her parents were guests at our May meeting. Samantha will be attending William and Mary in the fall.



We successfully completed our drive to collect computer equipment for the Newport News City Jail. Many of our law firms donated equipment that they were no longer using.

Peninsula had 5 members attend the VALS Annual Convention in Virginia Beach on May 1-3, 2009. Virginia Beach LSA and Prince William members hosted an outstanding meeting. Hope to see some of you at the Region 2 meeting in July.

The summer months have shown a decrease in attendance, however we anticipate getting back in "full swing" in the fall. Wishing you all a good summer and look forward to seeing you in Fredericksburg for the Fall Institute.

CONGRATULATIONS TO MARY AND BUCKY LENHART!!! They celebrated their 50th Wedding Anniversary in July.



**RLSA anxiously awaits the chance
to see our
VALS Friends at the
Fall Institute in
Fredericksburg!**

**Prince William County
Association for Legal
Professionals**

Mary Stewart, Governor

We are enjoying a relaxing summer - no meetings planned until end of summer. We thoroughly enjoyed ourselves at the beach for convention, and hope the memory is a lasting one for all of you.

We are looking forward to seeing you in Fredericksburg in September.

**RLSA...the association
for legal professionals**

Gwen West, PLS, Governor



*Forget not that the Earth delights to feel your bare
feet and the winds long to play with your hair.*

Kahil Gibran



Slow down—We’re Moving Too Fast!” This could be a first for RLSA – we’ve slowed down a bit in some respects this summer. One reason is because we are so busy in other aspects of our lives nowadays. Too busy sometimes. We have

different priorities and obligations and commitments – some members are dealing with serious family illnesses, or demanding jobs, or just trying to “persevere” in these challenging times. As our president Nancy Durette, PLS, wrote in the current edition of RLSA’s newsletter *The Witness*: “We have more work demands to maintain our jobs. When a company downsizes, the remaining employees have to pick up the slack. [But] we don’t just work too much. We play too much too. We all realize we do need to slow down and smell the roses. Enjoy life, family friends . . . and still put aside a little time for RLSA.”

*To everything there is a season, a time for every purpose
under the sun. Ecclesiastes 3:1*

Although different, RLSA is having a good year. We started off our new year with the installation of officers at our April meeting. Jane Williams was the installing marshal and presented a moving installation, bestowing each officer with a potted flower that would remind each of us of our specific necessary contributions to the “bouquet” of RLSA duties and responsibilities. Our officers for 2009-2010 are: Nancy Durette, PLS – President; Cindy Hughes, PP, PLS – Vice President; Elaine Blackmon – Recording Secretary; Joyce Crostic – Treasurer; and Gwen West, PLS – Governor.

RLSA CLE After Hours Programs: As Programs Chair, Cindy Loving, CPS/CAP, has provided us with informative speakers on varied topics in the past few months. In May, William N. Watkins, Esq., of Sands, Anderson, Marks & Miller, presented a program on “Understanding the Trauma of Trying Cases.” Also, our Scholarship Chair Jane Williams announced that Ellen Edwards is the recipient for the second year in a row of the RLSA \$500 Scholarship Award (she was one of two applicants) and that Ellen had written RLSA a very nice thank-you note thanking us for supporting her education. Ellen keeps in touch with Jane on a regular basis, especially upon the birth of each new grandchild! Busy lady indeed. At our regular June meeting, RLSA’s own Cindy Loving shared with us a program that had been presented to the employees at Hunton & Williams entitled, “Getting Organized and Staying Organized” (in your office or cubicle and also your email). We had

planned to go bowling for our annual July social, but disappointedly, that didn't pan out in the end.

Meanwhile, RLSAers have been focusing on other things. The audit committee met and reviewed the treasury books in June. The co-chairs for the 2011 VALS Convention are now Cindy Loving and Elaine Blackmon. Four of us are participating in a PP/PLS Study Group which meets each Monday evening. RLSA Certification Chair Julie Marshall, PLS, leads the group and has provided the group with invaluable study materials and resources information. Nancy, Cindy and Elaine are taking the train to the Region 2 meeting in Philadelphia this weekend. Several Chapter members have participated in community events this summer such as the Richmond *Make-A-Wish Foundation* Chili Cook-Off, or volunteering at the Richmond Vegetarian Festival, or helped to "put the squeeze" on pediatric cancer in central Virginia by participating in the *Children's Miracle Network* Anthem LemonAid event. Cindy Hughes, PP, PLS, is doing a fantastic job as editor of *The Witness*, RLSA's monthly newsletter. Cindy is also hard at work on updating RLSA's website. The RLSA Board met in June for planning and discussion. All members were invited to attend.

RLSA *continues* with extra-curricular projects, including: RLSA Monthly Scholarship Raffle Fundraiser; Ways and Means Fundraising Projects – Sale of USBs (\$10.00) and Bottle/Wine Openers (\$8.00); Donating gently used business attire and accessories to CCHASM; Providing snacks and beverages to VCU/ASK Pediatric Oncology Unit; Donating items included on Safe Harbor's "Critical Needs Wish List;" and assisting as needed with check-in/check-out at the Richmond Bar Bankruptcy Section monthly luncheon meetings.

Thank you *VBLSA* for the royal treatment at Convention in May at the Beach. It was wonderful! What a great job you did – the LEC, the guest speakers, Randy Singer and his latest novel, the meals and hospitality, the hotel, the "gifts" – all of it. Thanks for the memories and the experience! We were proud to see Joyce Crostic recognized for bringing the most new members to RLSA in the past year. We so enjoyed seeing our VALS GALS friends and being with all of you on a beautiful weekend at the Beach. We're looking forward to the Fall Institute in Fredericksburg September 12-13!

RLSA has welcomed this rare summer hiatus. Meanwhile, we're *setting goals* and gearing up to *Think Big* in anticipation of another year of accomplishment. Hope you're having a great summer! Peace.

*Summertime and the living is easy, Fish are jumping,
and the cotton is high! Ira Gershwin*



RVLSA...the association for legal professionals



Cathy S. Freeman, PLS, Governor

Thanks to Virginia Beach and Prince William for an awesome convention! You ladies were "grand" hosts!

Roanoke continues to be busy as we started the year with new officers: Faye Vucich, President; Kelly Hickey, PP, PLS, Vice President; Chris McMillan, Secretary; Nancy Stewart, Treasurer; and me as Governor.

As usual, our May meeting was an evening planning session deciding on locations, speakers and community projects for each month for the coming year. July was an evening social with some members nominating their boss for Boss of the Year. Our Member of the Year was also elected and will be announced on September 17th at our 44th Annual Boss of the Year social. The theme for this year is "Years Gone By", where we will honor all the past Bosses of the Year.

We are looking forward to seeing all of our sisters-in-law in Fredericksburg for Fall Institute and celebrating VALS' anniversary!

Scholarship

Vicki Wilhelm, PLS, VALS Scholarship Chair

The Scholarship Committee will be conducting another Cash drawing fundraiser this year. Everyone seems to enjoy the chance of winning \$500 cash and \$25 to the individual who sells the winning ticket. Raffle tickets will be \$2 each or three tickets for \$5.

Tickets will be in each of the governors' packets at the Fall Board Meeting. Deadline for selling tickets and returning the money to me will be November 13, 2009. The drawing will be held on November 20, 2009. This will allow plenty of time for the winner to receive their bounty in time for the Holiday Season. Remember members you need to write your name on the raffle

tickets as you sell them so you in turn will have a chance to win \$25!

The Scholarship Application along with the rules and deadlines will also be in the governors' packets in the fall. In addition, this information will also be posted to the VALS Website after the Fall Board Meeting.

Thanks to everyone for their assistance.

Strategic Planning Committee

Deborah M. Yencha, PP, PLS, Chairman

This committee comprises of five members who are representative of different areas of the State. As a VALS Past President, I am currently serving as Chairman of the Committee.

The purpose of Strategic Planning Committee is to encourage the members to make suggestions and recommendations concerning short and long term goals for our Association. We discuss your suggestions and pass them along to the Executive Committee and to the membership. Our task is to review VALS procedures and make suggest for improvements, new procedures, and removal of procedures that are no longer effective.

We need the members' participation. If something isn't working, we want to fix it. If you have ideas, no matter how small or grand, let us hear from you.

Contact any one or all of us!

Committee Members:

Marjorie L. Harmon, PLS (PALSS)
marje@com.hrcoxmail.com

Melinda Childress, PP, PLS (RVLSA)
melinda_childress@gentrylocke.com

Gwendolyn M. West, PLS (RLSA)
gwest@lawmh.com

Vicki A. Wilhelm, PLS (NPALSA)
vwilhelm@taylorwalkerlaw.com

Deborah M. Yencha, PP, PLS, Chairman (FALSA)
dmyvals@verizon.net

Happy Birthday

August

- 3 – Meredith Uhl (RLSA)
- 5 – Diane Campbell (VBLSA)
- 5 – Sherri Hoffmon (NVLSA)

- 6 – Jessica Dale (PALS)
- 14 – Linda Colby (VBLSA)
- 14 – Deborah Yencha (FALSA)
- 16 – Deneen Jaramillo (VBLSA)
- 17 – Marian Foster (PWCALP)
- 26 – Juanita Singleton (NVLSA)
- 27 – Teresa Westerman (NVLSA)

September

- 1 – Jacqueline Singletary-Claffee (VBLSA)
- 4 – Kathy Glass (PALS)
- 13 – Dawn Pierce (RVLSA)
- 20 – Geraldine Brown (RVLSA)
- 25 – Robin Trussell (PALS)
- 26 – Mary McGeath (VBLSA)
- 28 – Faye Vucich (RVLSA)
- 29 - Debra Deane (CALSA)
- 29 – Jo Anne Meyer (PWCALP)

October

- 1 – Joyce Shiflett (CALSA)
- 3 – Bobbe King (FALSA)
- 5 – Linda Semones (NRVLSA)
- 5 – Mary Russell (RVLSA)
- 9 – Debra Rushton (NVLSA)
- 9 – Linda Upchurch (Member at Large)
- 11 – Mary Frances Rieger (PALS)
- 13 – Melinda Childress (RVLSA)
- 15 – Jean Kelpin (PALS)
- 16 – Deborah Ouellette (VBLSA)
- 18 – Cheryl Pearson (CALSA)
- 18 – Bobbie Jo Brown (PALS)
- 18 – Joyce Crostic (RLSA)
- 18 – Lorraine Johnson (NPALSA)
- 26 – Patsy Testerman (RVLSA)
- 26 – Vicky Henderson (VHLSA)
- 30 – Debbie Herzog (Member at Large)
- 30 – Cathy Freeman (RVLSA)

November

- 6 – Angela Marshall (NRVLSA)
- 7 – Betty Moorman-Sweat (RVLSA)
- 13 – Catherine Jones (FALSA)
- 13 – Nancy Akers (RVLSA)
- 15 – Erin Wicks (VBLSA)
- 20 – Sandy Brown (FALSA)
- 28 – Connie Cunningham (PALS)
- 30 – Wendy Settlege (VBLSA)
- 30 – Catherine Allen (RLSA)

December

- 2 – Roberta Farrell (PWCALP)
- 2 – Michelle Maki (VBLSA)
- 2 – Dawn Nichols (RVLSA)

6 – Irene Diehl (VBLSA)
 12 – Mary Stewart (PWCALP)
 17 – Megan Mayott (FALSA)
 17 – Darlene Price (VBLSA)
 21 – Jennifer Booth (RVLSA)
 24 – Audrey Flowers (RLSA)
 25 – Lisa Adkins (RLSA)
 29 – Wanda Humphrey (NRVLSA)
 29 – Mary Winbush (NVLSA)

Dates to Remember

August 12, 2009 – NALS Online Learning Center 8:00 p.m.
August 13, 2009 – Leading the Way sent to members
August 14, 2009 – e-News deadline
August 17, 2009 – Regional Director chat
August 18, 2009 – e-News sent to members
August 18, 2009 – NALS Online Learning Center 8:00 p.m.
August 24, 2009 – Renewals 2nd/3rd notice
August 24, 2009 – NALS Marketing Committee chat
August 25, 2009 – Registration deadline for Fall Institute
August 25, 2009 – NALS Online Study 8:00 p.m.
August 26, 2009 – NALS Online Learning Center 8:00 p.m.
August 28, 2009 – E-News deadline
September 1, 2009 – e-News sent to members
September 1, 2009 – NALS Foundation
September 1, 2009 – NALS Online Study 8:00 p.m.
September 6, 2009 – NALS Strategic Planning chat
September 7, 2009 – Labor Day
September 7, 2009 – NALS Education Committee chat
September 8, 2009 – NALS Online Study 8:00 p.m.
September 9, 2009 – NALS Online Learning Center 8 p.m.
September 11, 2009 – e-News deadline
September 12, 2009 – Fall Institute (Fredericksburg)
September 13, 2009 - VALS 2nd Board of Governors Meeting
September 13, 2009 – NALS Law Committee chat
September 14, 2009 – NALS Certifying Board chat
September 15, 2009 – e-News sent to members
September 15, 2009 – NALS room rate cutoff date
September 15, 2009 – NALS Online Learning Center 8:00pm
September 19, 2009 – Rosh Hashanah
September 21, 2009 – Regional Director chat
September 22, 2009 – First Day of Autumn

September 22, 2009 – NALS Online Learning Center
September 23, 2009 – NALS Online Learning Center
September 25, 2009 – e-News deadline
September 26, 2009 – NALS Certification
September 28, 2009 – Yom Kippur
September 28, 2009 – NALS Marketing Committee chat
September 28, 2009 – Renewals 2nd/3rd notice
September 29, 2009 – e-News sent to members
September 30, 2009 – NALS Online Learning Center
October 8 – 11, 2009 – NALS 58th Annual Education Conference & National Forum – Irvine, CA
October 9, 2009 – Columbus Day
October 11, 2009 – NALS Education
October 13, 2009 – e-News sent to members
October 14, 2009 – NALS Online 8:00 p.m.
October 27, 2009 – e-News sent to members
October 28, 2009 – NALS Online 8:00 p.m.
October 31, 2009 – Halloween
November 1, 2009 – Jett Award Application deadline
November 1, 2009 – Daylight Savings Ends
November 4, 2009 – NALS Online 8:00 p.m.
November 11, 2009 – Veterans Day
November 18, 2009 – NALS Online 8:00 p.m.
November 24, 2009 – e-News sent to members
November 26, 2009 – Thanksgiving
December 1, 2009 – NALS Early Bird Registration deadline for Professional Development Conference
December 1, 2009 – NALS Foundation Grant Deadline
December 2, 2009 – NALS Online Learning 8:00 p.m.
December 6, 2009 – NALS Online Learning 8:00 p.m.
December 8, 2009 – e-News sent to members
December 24, 2009-January 1, 2010 – NALS Resource Center closed
January 15, 2010 – VALS registration deadline for winter board
February 5-6, 2010 – VALS Winter Board meeting (Hilton Garden Inn Chesapeake)
February 6, 2010 – VALS Board of Governors meeting (2:00 p.m.)
April 29 – May 2, 2010 – VALS Annual Convention - NRVLSA



VALS 2009/2010 Officers

President	Tammy L. Surles (FALSA) 24 Shenandoah Dr. Fredericksburg, VA 22408	Wa2sweet4u@aol.com	W: 540-373-5300 F: 540-371-5571 H: 540-891-8049
President-Elect	Darlene J. Price, PP, PLS (VBLSA) 4809 Halifax Drive Virginia Beach, VA 23456	djprice.typingplus@verizon.net	W: 757-819-6099 F: 757-548-2345 H: 757-467-7614
Vice President	Linda Kelley, PLS (VBLSA) Huff, Poole & Mahoney, PC 4705 Columbus St. Virginia Beach, VA 23642	kelley@hpmlaw.com	W: 434-293-8191 F: 434-296-9641 H: 434-978-7332
Recording Secretary	Kelly Hickey, PP, PLS (RVLSA) Gentry Locke Rakes & Moore P.O. Box 40013 Roanoke, VA 24022-0013	Kelly_hickey@gentrylocke.com	O-540-983-9408 F-540-983-9400 H-540-890-3816
Treasurer	Heather M. Hale, PLS (RVLSA) c/o Woods Rogers PLC 10 S. Jefferson St., Suite 1400 (24011) P. O. Box 14125 Roanoke, VA 24038	hhale@woodsrogers.com	O-540-983-7645 F-540-983-7711 H-540-580-1019
Regional Liaison	Robin Wilson, Certified PLS (NVLSA) 301 King St., Suite 1300 Alexandria, VA 22314	Robin.Wilson@alexandriava.gov	W: 703-838-4433 F: 703-838-4810 H: 703-619-0317

If you have information to be included in a newsletter, please e-mail your ideas or articles to Cathy S. Freeman, PLS at cfreeman@mossandrocovich.com and to Kelly E. Hickey, PP, PLS at Kelly_Hickey@gentrylocke.com

REGISTRATION FORMS



VALS...the association for legal professionals
 September 11-13, 2009

FALL INSTITUTE FOR LEGAL SUPPORT STAFF

SATURDAY, SEPTEMBER 12, 2009

Fredericksburg Hospitality House & Conference Center / 1859 Historic Hotels, Ltd.
2801 Plank Road / Fredericksburg, VA 22401
Phone: 540-786-8321 / Fax: 540-786-0397

9:00 a.m.	Welcome & Introductions Tammy Surles, VALS President
9:15 a.m. - 10:30 a.m.	Resume Preparation in Today's World Elma Williams-Coleman, U. S. Navy
10:30 a.m.- 10:45 a.m.	Break
10:45 a.m. - 12:15 p.m.	Circuit Court Procedure Hon. Sharron S. Mitchell, Clerk, Fredericksburg Circuit Court
12:30 p.m. - 2:00 p.m.	Lunch (included in scrip ticket)
2:15 p.m. - 3:30 p.m.	Privacy In The Workplace Emily Aldrich, Esq., Hunton & Williams LLP, McLean, Virginia
3:30 p.m. - 3:45 p.m.	Break
3:45 p.m. - 5:00 p.m.	Email Etiquette for the Office Professional Tom and Debbie Yench, PP, PLS

* 9:15 a.m. and 2:15 p.m. sessions may be swapped if necessary.

Registration Fee: Members - \$75; Non-Members - \$90
 For more information, contact: Cindy Loving, CPS/CAP, VALS LEC Chair 2009-2010
 804.788.8735; cloving@hunton.com

REGISTRATION

Enclosed is a check for \$_____ for _____ registration(s) for the FALL INSTITUTE FOR LEGAL SUPPORT STAFF to be held on Saturday, September 12, 2009. The registration fee is \$75 for VALS members and \$90 for non-members. Late registration fee of \$5.00 for registrations postmarked after August 22, 2009. NO REFUNDS after August 29, 2009.

NAME: _____

ADDRESS: _____

E-MAIL: _____ PHONE NUMBER: _____

CHAPTER (if VALS Member): _____

Is this your first VALS meeting? Yes No

Please make check payable to VALS LEGAL EDUCATION COUNCIL and mail to:
Cindy Loving, CPS/CAP · Hunton & Williams LLP · 951 E. Byrd Street · Richmond VA 23219

*** NOTE: Registration must be postmarked by August 22, 2009, to avoid late fee.***



VALS . . . the association for legal professionals

2nd BOARD OF GOVERNORS MEETING
Sunday, September 13, 2009
Fredericksburg Hospitality House & Conference Center
2801 Plank Road
Fredericksburg, VA 222401

The 2nd Board of Governors meeting of **VALS . . . the association for legal professionals** will be held on Sunday, September 13, 2009, beginning promptly at 9 a.m. at the Fredericksburg Hospitality House & Conference Center, 2801 Plank Road, Fredericksburg, Virginia 22401. **Registration deadline is August 25, 2009.** Registrations postmarked after this date **must** be accompanied by a \$5 late fee. **No refunds will be given after September 3, 2009.**

Name _____ Phone (Day) _____
Address _____
City _____ State _____ Zip _____
Chapter _____ Officer or Chair in Local Chapter _____
Email Address _____
Delegate _____ Alternate Delegate _____ Check if first VALS Meeting Attended _____

SCRIP TICKET INCLUDES:

()	Full Scrip Ticket (VALS members)	\$17.00
()	Full Scrip Ticket (non-VALS members)	\$17.00
()	Sunday Breakfast	\$14.00
()	Board of governors Registration Fee*	\$ 3.00
()	Late Fee	\$ 5.00

***All VALS members attending the Board of Governors meeting must pay the \$3 registration fee. If purchasing a full scrip ticket, the \$3 registration fee is included.**

Total Enclosed: \$ _____

Please make check payable to **FALSA** and send to:
FALSA . . . the association for legal professionals
c/o Deborah M. Yencha, PP, PLS
524 Laurel Avenue
Fredericksburg, VA 22408

Any questions call or email Debbie Yencha 540-898-2544 or dmyvals@verizon.net.
Please check individual items separately; otherwise, mark for full scrip ticket.



VALS...the association for legal professionals
September 11-13, 2009

HOTEL REGISTRATION REQUEST

Fredericksburg Hospitality House & Conference Center / 1859 Historic Hotels, Ltd.
2801 Plank Road / Fredericksburg, VA 22401
Reservations: Phone: 540-786-8321; Fax: 540-786-0397

The Fredericksburg Hospitality House & Conference Center is honored to welcome you as our guest during your stay. In order to guarantee your reservation, we ask that you:

- (1) **Make your reservations before August 25, 2009;**
- (2) **Complete and** send form directly to hotel; and
- (3) **Enclose** deposit with form for first night's stay

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (Day) _____ (Evening) _____

Arrival: _____ Departure: _____

Number of Rooms: _____ Specify Non-Smoking Room Request

Payment: (check one) Check ***or*** Money Order Enclosed: \$ _____

Credit Card: Visa MasterCard Discover American Express

Credit Card Number: _____ Exp. Date: _____

Signature: _____

Room Rates:

Single or Double - \$85.00, plus 11% local room tax.

Suites - \$175.00 plus 11% local room tax.

CUT OFF DATE: August 25, 2009. Reservations requested AFTER the cut-off date may no longer be available at this rate and the unsold rooms remaining in the block will be returned to inventory for sale at the prevailing rate. Reservations will be honored on a first-come, first-served basis.

Check-in time is after 3:00 P.M.; check-out is before 12:00 Noon. Rooms will not be held after 6:00 P.M.; therefore please guarantee by a credit card or deposit.

Change of Information Form

MOVING?

Please keep us informed of your whereabouts...

The only way to keep receiving your copy of the *VALS News* is to keep your e-mail /mailing address current.

Please notify us in advance of your address or name change. Please copy this form and send it to the following:

Cathy S. Freeman, PLS
 Moss & Rocovich
 4415 Electric Rd. (24014)
 P. O. Box 13606
 Roanoke, VA 24035
 (540)774-8800
 (540)774-8808 – Facsimile
 (540)353-8971 – Cell
 (540)977-1825 – Home
cfreeman@mossandrocovich.com

Kelly E. Hickey, PP, PLS
 Gentry Locke Rakes & Moore
 10 Franklin Rd., S.E. (24011)
 P.O. Box 40013
 Roanoke, VA 24022-0013
 (540)983-9408
 (540)983-9400 – Facsimile
 (540)556-8818 – Cell
 (540)890-3816 – Home
Kelly_Hickey@gentrylocke.com

Saundra Bates
 Member Services Manager
 NALS Resource Center
 8159 East 41st Street
 Tulsa, OK 74145
 (918) 582-5188
 (918) 582-5907 – Facsimile
bates@nals.org

Don't forget to notify your Chapter President, too.

Name: _____ Former Name (if changed): _____

Chapter: _____ Member No.: _____

New Address: _____

City: _____ State: _____ ZIP: _____

New E-Mail: _____ Previous E-Mail: _____