

NEALSP- Northeast Arkansas Legal Support Professionals

Member of NALS, the association for legal professions
Member of AALS, The Association for Arkansas Legal Support Professionals

The Legal Issue



Volume 20, No. 3 – Winter/Spring, 2008

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A Note from Your President

NEALSP Members:

Can you believe our year is already coming to an end? I have so enjoyed holding the office of President! Thank you to our officers who helped throughout the year. Vice President Joyce Morgan...thank you again for filling in for me while I was at home with our new baby. Secretary Wyvetta Smith...thank you for your monthly meeting reminders and for taking such great minutes. Treasurer Belinda Penn...thank you for taking care of our money and for getting our chapter's bank accounts switched to a new bank. Parliamentarian Sharon Davis...thank you for keeping us all in line at our business meetings. State Director Charlie Patterson...thank you for representing NEALSP at our state meetings and for your detailed reports. I also want to thank every member who served on a committee. We all have busy lives between our families, work and other commitments so I truly appreciate everyone who has taken the time to attend our monthly business meetings and our monthly legal education.

Speaking of legal education...thank you to every member who helped plan our legal education. We have had some great speakers throughout the year!

Welcome to our newest NEALSP members...Kim Chrisco and Shari Straub. We look forward to having you both involved in our association!

We will have several items on the agenda for our March business meeting so please begin making plans to attend. We will be electing officers for the 2008-2009 year. We will also be voting on the Award of Excellence and Outstanding New Member awards in conjunction with planning Bosses' Night.

As our year comes to a close, I challenge each member to begin thinking what you can do for NEALSP in the upcoming year. You don't have to be an officer to be involved. You can chair a committee, plan legal education, invite a friend to a meeting...there are different areas of involvement for each of us.

Kara Whitehead

2007-2008 NEALSP President



Greetings from your Vice Pres.!

Is it just me....or is this year FLYING BY?!!! It's been a fun year, but also a very trying one with difficult personal issues for Kara, Michelle, Brenda, Andrea, April, myself and several others. But that's one thing I love about our Association...we're here for each other in time of need, and I appreciate that about all of you!

We also have many joys among us! Christy Wilson is now Christy (Mrs. George) Davis and Linda Jones is now Linda (Mrs. Chuck) Colbert, both having been married in January! Sharon Davis' daughter, Sherri, is about to make Sharon a grandmother for the first time any minute now! Kara's little Drake William is growing and doing awesome--such a blessing! And a bitter-sweet event...Andrea Hicks is putting her "baby"--Drake William, on a plane the first Monday in March to join the Navy, following his family's heroic legacy! Our thoughts and prayers go with him!

We are thrilled to have two new members: Ms. Kim Chrisco of the Perkins Law Firm, and Ms. Shari Straub of the Straub Law Firm. (Please see the New Member Spotlights!) WELCOME, Kim and Shari!

I'm excited that we have more prospective members in the works that I hope will join us soon, as we all continue to "strive for excellence!"

Joyce Morgan
NEALSP Vice President

Treasurer's Reports *Belinda Penn, PLS*

**NORTHEAST ARKANSAS SUPPORT PROFESSIONALS
TREASURER'S REPORT - DECEMBER 2007
GENERAL FUND**

BALANCE AS OF NOVEMBER 20, 2007 \$294.12

DEPOSITS/CREDITS

10-10-07	Deposit (Interest)	\$.09
12-18-07	Craighead Co. Bar (30 TH Ann. Celebration)	\$30.00
12-18-07	Dues (L. Jones, A. Hicks K. Whitehead)	\$15.00

TOTAL DEPOSITS/CREDITS \$65.09

DISBURSEMENTS

NONE

TOTAL DISBURSEMENTS \$0.00

BALANCE AS OF DECEMBER 18, 2007 \$359.21

SCHOLARSHIP FUND

BALANCE AS OF NOVEMBER 20, 2007 \$1530.76

DEPOSITS/CREDITS

9-30-07	Deposit (Interest)	\$.94
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TOTAL DEPOSITS/CREDITS \$.94

DISBURSEMENTS

NONE

TOTAL DISBURSEMENTS \$.00

BALANCE AS OF DECEMBER 18, 2007 \$1531.70

**NORTHEAST ARKANSAS SUPPORT PROFESSIONALS
TREASURER'S REPORT – JANUARY 2008
GENERAL FUND**

BALANCE AS OF DECEMBER 18, 2007		\$359.21
DEPOSITS/CREDITS		
11-9-2007	Deposit (Interest)	\$.08
12-20-2007	Craighead Co. Bar (Christmas)	\$500.00
TOTAL DEPOSITS/CREDITS		\$500.08
DISBURSEMENTS		
12-18-07	Christy Wilson (Website)	\$9.99
12-18-07	Women's Crisis Center (Christmas donation)	\$100.00
12-20-07	Wal-Mart (Christmas donation)	\$500.00
TOTAL DISBURSEMENTS		\$609.99
BALANCE AS OF JANUARY 15, 2008		\$249.30

SCHOLARSHIP FUND

BALANCE AS OF DECEMBER 18, 2007		\$1531.70
DEPOSITS/CREDITS		
NONE		
TOTAL DEPOSITS/CREDITS		\$.00
DISBURSEMENTS		
NONE		
TOTAL DISBURSEMENTS		\$.00
BALANCE AS OF JANUARY 15, 2008		\$1531.70

**NORTHEAST ARKANSAS SUPPORT PROFESSIONALS
TREASURER'S REPORT – FEBRUARY 2008
GENERAL FUND**

BALANCE AS OF JANUARY 15, 2008		\$249.30
DEPOSITS/CREDITS		
12-6-2007	Deposit (Interest)	\$.06
12-18-2007	Deposit (Interest)	\$.02
2-19-2008	Deposit (Interest)	\$.05
TOTAL DEPOSITS/CREDITS		\$.13
DISBURSEMENTS		
1-17-2008	Andrea Hicks (History Book)	\$21.90
1-17-2008	Christy Davis (website hosting)	\$38.74
1-17-2008	Postmaster (box rental)	\$40.00
TOTAL DISBURSEMENTS		\$100.64
BALANCE AS OF FEBRUARY 19, 2008		\$148.79

SCHOLARSHIP FUND

BALANCE AS OF JANUARY 15, 2008		\$1531.70
DEPOSITS/CREDITS		
12-6-2007	Deposit – interest	\$.56
12-31-2007	Deposit – interest	\$.21
TOTAL DEPOSITS/CREDITS		\$.77
DISBURSEMENTS		
NONE		
TOTAL DISBURSEMENTS		\$.00
BALANCE AS OF FEBRUARY 19, 2008		\$1532.47

Minutes of Past Meetings

Wyvetta Smith, PLS

Northeast Arkansas Legal Support Professionals Minutes of Business Meeting December 18, 2007 - Courthouse Jury Room

Vice-President Joyce Morgan called the meeting to order at 5:10 p.m.

Members present in addition to the Vice-President were: Wyvetta Smith, PLS, Charlie Patterson, Belinda Penn, PLS, Erma Brady, PLS, Michelle Grilletta, PLS.

One non-member present: Kim Chrisco from the Perkins Law Firm.

NEALSP BUSINESS

The minutes of the November Business Meeting were reviewed, one typographical correction noted and the minutes were approved as corrected.

The Treasurer's report was distributed indicating a balance in the General Fund as of this date in the amount of \$359.21. The Scholarship Fund has a present balance of \$1,531.70. There was one typographical correction to the current Scholarship Fund; it should state balance as of December 18, 2007. There were changes submitted making corrections to the scholarship fund beginning with the August Treasurers report through December. The Treasurer's Report was submitted for financial review as corrected.

Reimbursements

Christy Wilson via Belinda Penn, PLS indicated that the fee is due for the Website hosting. The fee is \$9.99 and Christy will pay with her bank card. Charlie Patterson motioned that we write a check in the amount of \$9.99 payable to Christy Wilson to pay the website hosting fee. Michelle Grilletta, PLS seconded. Motion carried.

NEALSP Scholarship

Motion was made by Charlie Patterson and seconded by Erma Brady, PLS that the Association gives a \$600 scholarship for the upcoming year. Motion carried.

Christmas Donation

Motion made by Michelle Grilletta, PLS and seconded by Charlie Patterson that NEALSP donate \$100 to the Women's Shelter for Christmas. Motion Carried. There was further discussion about contacting the Bar Association to see if they would be willing to donate as they have in the past. Michelle Grilletta, PLS agreed to contact Paul Waddell, the Bar President, regarding this matter.

State Directors Report

Charlie Patterson, reported that she has scholarship applications if anyone knows of someone that needs one. There was also discussion about electing an alternate state

director for the AALS Winter Business meeting. It was decided that we would do this at the January meeting.

Announcements

Brenda Welch, PLS is responsible for the January Legal Education and would welcome any help with speakers.

AALS Winter Business Meeting January 25-26, 2008, Little Rock, Arkansas

AALS 2008 Annual Meeting April 25-27 the Clarion Hotel, Hot Springs, AR.

There being nothing further, the meeting was adjourned.

Respectfully submitted

Wyvetta Smith, PLS
Wyvetta Smith, PLS
NEALSP Secretary

**Northeast Arkansas Legal Support Professionals
Minutes of Business Meeting
January 15, 2008 - Courthouse Jury Room**

President Kara Whitehead called the meeting to order at 5:25 p.m.

Members present in addition to the President were: Wyvetta Smith, PLS, Charlie Patterson, Belinda Penn, PLS, Erma Brady, PLS, Michelle Grilletta, PLS, Kim Chrisco, Kim Cooksey, PLS, Christy Davis, Brenda Welch, PLS, Sharon Davis, PLS, Andrea Hicks, PLS.

One non-member present: Laura Hagen, TCA for Judge Barbara Halsey.

NEALSP BUSINESS

The minutes of the December Business Meeting were reviewed and the minutes were approved as submitted.

The Treasurer's report was distributed indicating a balance in the General Fund as of this date in the amount of \$249.30. The Scholarship Fund has a present balance of \$1,531.70. The Treasurer's Report was submitted for financial review.

Reimbursements

Andrea Hicks, PLS submitted receipt for \$21.90 for items for the history book. Motion made by Michelle Grilletta, PLS and seconded by Sharon Davis, PLS to reimburse Andrea. Motion carried.

Christy Davis requested reimbursements for paying the Web-site hosting in the amount of \$38.74. Motion made by Andrea Hicks, PLS and seconded by Michelle Grilletta, PLS to reimburse Christy. Motion carried.

NEALSP Scholarship

Scholarship applications have been sent to 17 schools and 5 newspapers. The deadline for submitting the applications is January 31, 2008 for the NEALSP Scholarship. The AALS Scholarship/Grant is \$300.00 and the NEALSP Scholarship is \$600.00.

Award of Excellence

Belinda Penn, PLS has agreed to be the NEALSP Award of Excellence nominee at the AALS Annual Meeting.

February Legal Education

King Benson will be our February Legal Education speaker. His topic will be Technology on a Shoestring. Legal Ed will be Tuesday, February 12, 2008 at 12:00 noon in the Jury Room of the Courthouse Annex.

Announcements

AALS Winter Business Meeting January 25-26, 2008, Little Rock, Arkansas

AALS 2008 Annual Meeting April 25-27 the Clarion Hotel, Hot Springs, AR.

NALS Professional Development & Education Conference March 6-8, 2008, Tulsa, OK.

NALS 56th Educational Conference & National Forum September 11-14, 2008, Norfolk, VA.

There being nothing further, the meeting was adjourned.

Respectfully submitted

Wyvetta Smith, PLS

Wyvetta Smith, PLS
NEALSP Secretary

Report of State Director

Charlie Patterson

The AALS Winter Business Meeting and Educational Conference was held at the Arkansas 4-H Center in the Ferndale community outside Little Rock on Friday and Saturday, February 1-2, 2008, having been rescheduled from the original date of January 25-26, with Greater Little Rock Legal Support Professionals hosting. NEALSP members attending the entire conference were Andrea Hicks, PLS, Michelle Grilletta, PLS, and Belinda Penn, PLS. Wyvetta Smith, PLS, attended the legal ed and the business meeting on Saturday. I attended the business meeting only.

President Michelle Grilletta, PLS called the meeting to order at 1:15 p.m. Mimi Mangrum of Greater Little Rock led us in the Pledge of Allegiance. Charlotte Edwards of Greater Little Rock read the NALS Code of Ethics. There were six chapters represented. Two members were attending an AALS business meeting for the first time. The Consent Agenda was utilized.

Janice Miller, PP, PLS, CPS, AALS Treasurer, distributed the Treasurer's Report and the proposed 2008-2009 budget. On motion duly made and seconded, the Treasurer's Report was approved, subject to financial review.

The following Executive Committee recommendations were presented:

No. 1: That the Board waive Article 5, Section VI of the AALS By-Laws for this meeting only to allow all voting members present to vote in the election of new officers. On a vote, this recommendation passed.

No. 2: That the proposed budget for the 2008-2009 fiscal year be approved. On a vote, this recommendation passed.

No. 3: To add a line item of \$500.00 seed money to the budget payable to the AALS Annual Meeting host committee. On a vote, this recommendation passed.

No. 4: That AALS have an exhibitor's booth at the Arkansas Bar Association's Annual Meeting at a cost of \$200.00, the meeting to be held June 11-13, 2008 at the Arlington Hotel in Hot Springs. On a vote, this recommendation passed.

No. 5: That AALS waive the registration fee of \$95.00 and issue a check to NALS President-Elect 2008-2009, Julie Abernathy, PP, PLS, to attend the AALS Annual Meeting in Hot Springs on April 25-27, 2008, with the cost of her meals deducted from AALS' portion of the annual meeting net profit. On a vote, this recommendation passed.

No. 6: That the registration fee of \$95.00 be waived for Doris Compton, PP, PLS, Region 6 Director, for the AALS Annual Meeting in Hot Springs on April 25-27, 2008, with the cost of her meals deducted from AALS' portion of the annual meeting net profit. On a vote, this recommendation passed.

Dot Griffin, PLS, Nominations and Elections Chair, distributed her report. On a vote, the report was accepted as presented. The meeting then proceeded to the election of officers for the 2008-2009 fiscal year. The following officers were elected by acclamation:

President-Elect
Secretary

Janice Miller, PP, PLS, CPS
Judy Davis

There were two nominees for the office of Treasurer: Janet Gordon, PLS of White County LSP and Mimi Mangrum of Greater Little Rock LSP. A ballot vote was held, and Janet Gordon, PLS was elected as AALS Treasurer.

Some NEALSP members had contacted me with regard to the AALS scholarship and grant being only \$300.00 each. Their feeling was that these amounts should be increased. Based on their request that this matter be presented at the meeting, I made the following recommendation:

“At the Fall Business Meeting in Searcy in September, 2007, the Board approved a scholarship of \$300.00 and a grant of \$300.00. I move to amend a recommendation previously approved and ask that the scholarship amount be increased to \$500.00 and the grant amount be increased to \$500.00.”

There was some discussion, especially with reference to ways to fund the scholarship account in order to be able to pay these amounts. On a vote, the recommendation passed.

The 2008 Leadership Retreat at Ferncliff will be June 20-21.

President Michelle Grilletta, PLS appointed Wyvetta Smith, PLS of NEALSP as Chairman of the 2009 Region 6 Meeting Planning Committee.

The Compliance Committee distributed handouts of proposed amendments to the AALS By-Laws and Standing Rules. These amendments will be discussed and voted on at Annual Meeting.

Velzine Wilson of Garland County LSP reported that the room rate for Annual Meeting will be \$89.00 single or double occupancy and \$10.00 for each additional person. The cost of the dinner cruise on the Belle of Hot Springs will be \$26.00. This will be in addition to the \$95.00 registration fee for the conference.

President Michelle Grilletta, PLS presented the following action items approved by the Executive Committee (for informational purposes only):

1. Approved distribution of budgeted funds for the NALS President's gift in the amount of \$25.00.
2. Approved distribution of budgeted funds for the EC registration (President, President-Elect, Secretary, Treasurer, and Immediate Past-President) to the Annual Meeting in Hot Springs in the amount of \$475.00.
3. Approved the appointment of Wyvetta Smith, PLS and Kara Whitehead to the Financial Review Committee.
4. Approved the following individuals as judges for the AALS Annual Meeting:

Grant/Scholarship Judges submitted by Joyce Morgan:
Kevin Orr - Attorney at Law
Lisa James - Assistant Principal of Jonesboro High School
Holly Acebo - Executive Director of NEA Clinic Charitable Foundation and
Marketing Director of NEA Clinic and NEA Baptist Hospital

Award of Excellence - written portion submitted by Sue Holder, PLS:
Meredith Wineland - Attorney at Law
Stephanie Casady - Attorney at Law
Brent Houston - Attorney at Law

Award of Excellence - personal interview portion submitted by Sue Holder, PLS:
Jerry Rephan - Attorney at Law
Linda Hogaboon - VP of Simmons First Bank
Brenda LaMastus - Trial Court Assistant

Publication judges:
(We are going to ask the judges for the Grant/Scholarship to judge these)

History Book judges:
(We are going to ask the judges for the Award of Excellence, personal interview competition, to judge these.

5. Approved the CLE topics and speakers for the 2008 Annual Business Meeting.

6. Approved the Annual Meeting program ad charges as follows:

Full page	\$75
Half page	\$50
Quarter page	\$25
Line ad	\$10

President Grilletta thanked Greater Little Rock Legal Support Professionals for being such gracious hostesses.

The silent auction earned \$108.00 for the scholarship fund. NEALSP's beautiful basket (Thanks, Kim Chrisco, for doing such a good job on it!!) brought \$40.00 and went home with Doris Compton, PP, PLS.

The AALS Winter Business Meeting and Educational Conference was adjourned at 3:00 p.m.

Committee Reports

CLE / Brown Bag Lunches

Each member designated shall be in charge of obtaining a speaker for that month. If you are unable to participate during the month you are designated, please switch with someone and advise Joyce. Dates, times and locations are flexible, as long as we have over a week's notice (preferably two). You are further asked to send a thank you letter to your speaker after the CLE. Joyce will send out all notices and distribute certificates to members in attendance. Here is the remaining schedule for the year:

MARCH	Christy Wilson Davis
APRIL	Johna Davis/Linda Jones Colbert
MAY	Sharon Davis, PLS

Coming on March 25 – Christy Davis will be speaking on Legal Aid of Arkansas's Equal Access to Justice Panel. Legal Aid will be buying lunch. Bring only your drink. Notify Christy by **March 20** if you will be there. She must have a head count in order to bring lunch. To be held in the Jury room on the 4th floor.

BYLAWS AND STANDING RULES – Christy Wilson Davis

I will be bringing up some thoughts I have at the March 19, 2008, NEALSP Business Meeting.

SCHOLARSHIP REPORT - 2008 January 3, 2008

I have forwarded scholarship applications to 17 schools and numerous others interested parties, as well as press releases to five newspapers. There is a tremendous interest in the scholarship this year, and I am looking forward to receiving many applications. I'm unaware of what the state association is doing at this time, but will let you know as soon as they let me know.

I have also seeking grant applications and am **ANXIOUS** for one of our local folks to **WIN!!!!**

If you know of someone who might be interested in either the scholarship or the grant, have them contact me and I will forward them an application. My phone number is 935-1213. The deadline is **January 31, 2008**.

Dianne Gibson, PLS

AALS NEWS

MEETINGS, EVENTS & DEADLINES:

April 1, 2008:

You must have your room reserved by this date.

Entries for publication contest must be postmarked this date.

Registration must be **RECEIVED** by this date.

April 15, 2008:

Chapter Achievement submissions must be postmarked by this date.

AALS Annual Meeting – April 25-27, 2008 – Hosted by Ya-Ya Sisterhood, The Clarion, Hot Springs, AR

Leadership Retreat – June 20, 2008 at Ferncliff. More details to come.

2007-2008 AALS STATE OFFICERS:

Michelle Grilletta, PLS – President

Linda K. Adair, PLS – President-Elect

Andrea Hicks, PLS – Immediate Past-President

Judy Davis – Executive Secretary

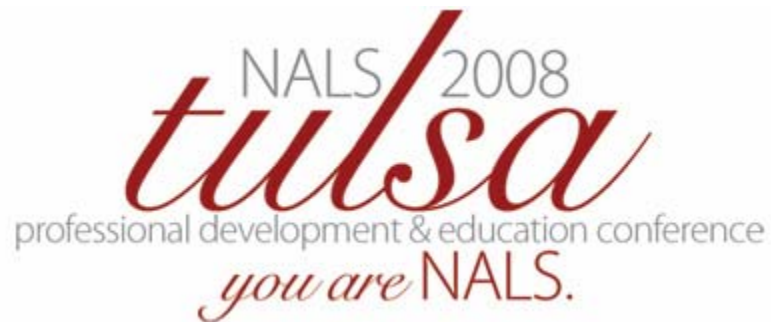
Janice Miller, PP, PLS, CPS – Treasurer

Sharon Davis, PLS – Parliamentarian

AALS Website:

<http://www.arkansasals.org>

NALS NEWS



March 6-8, 2008

NALS Professional Development & Education Conference
Tulsa, Oklahoma - Doubletree Warren Place
Room Reservations: 1-918-495-1000

NEW ADDRESS FOR THE RESOURCE CENTER

Please use the following address for all correspondence with NALS and the Resource Center. We will be updating our website and forms to reflect this change. If you see our old address listed please use this one instead. Thank you.

NALS Resource Center
8159 East 41st Street
Tulsa, OK 74145

PLS/ALS Mock Exam

Part 1, Written Communications Number Usage

Select the sentence in each group that is incorrect in number usage.

1.
 - a. All of the candy bars cost 50 cents.
 - b. The brand name costs \$20.25, but the generic brand is only \$15.
 - c. The lawsuit was settled for $\frac{1}{4}$ of a million dollars.

2.
 - a. I gained 5 pounds over the holidays
 - b. This recipe calls for 2 cups of sugar.
 - c. We picked more than five quarts of berries in an hour.

3.
 - a. Our guests are due to arrive at 7 o'clock
 - b. The banquet begins at seven-thirty a.m. in the morning.
 - c. The plane is scheduled to arrive at 8 a.m.

4.
 - a. I have written 4 30-page reports this period.
 - b. We are sending our check for \$102.
 - c. We have offices on Fifth Avenue.

5.
 - a. The defendant is to pay the plaintiff One Thousand (\$1,000) Dollars.
 - b. This amendment requires a two-thirds majority vote.
 - c. Twenty-four people have already returned the survey.

Exam applications online: <http://www.nals.org/certification/applications/index.html>

Answers: 1. c; 2. a; 3. b; 4. a; 5. a

5 Steps to Getting the Raise you Deserve

A Guide for Women

Women often feel their work should stand for itself and therefore tend to wait for someone else to tell them when (and if) they deserve increased rewards or recognition, such as a raise. Rewards and recognition are a crucial part of your job and play a significant role in your confidence and sense of control over your career. Unfortunately, you relinquish a lot of control by waiting for others to bestow favorable things upon you. As with many things in life, you will not know what is possible unless you ask. Of course, asking for a raise is a very anxiety producing and scary proposition for most. However, with the proper preparation and perspective, you just may be surprised at how successful you are. Berkman Fives has developed an effective and actionable approach to this process. This approach not only takes holistic perspective on the process, but also helps prepares you for effective negotiation.

Effective negotiation requires you to persuasively merge the needs of the other party with your own. Knowing your own value and what you bring to the negotiation table gives you a psychological edge. Research will arm you with competitive information to make important decisions. Knowledge will empower you to advocate for yourself with confidence. A persuasive pitch or value proposition will enable you to deliver your request in an organized and strong manner. Taken together you will be well on your way to taking control over your career, starting with your rewards and recognition.

Taking control requires that you approach your career from a position of strength. The following 5-step process will help you to deliberately and thoughtfully structure the process of preparing for and conducting a "Raise" discussion.

1. Gather information from the environment.

What other jobs exist in the marketplace? You must begin by determining what your options are both inside and outside the company. There are several ways to go about it. Start with the papers and the internet. Are there a lot of help wanted ads for people with your skills and experience? While these can often prove to be a difficult way to find a job, they can usually be extraordinarily helpful for research purposes. Also, you will want to use your network to gather further information. With your updated resume in hand (you should always have a resume nearly ready to go!!), begin to put the feelers out for positions in your field at the level you are currently or the level you are trying to attain. Are people with your background and experience in hot demand or is it a slow time in your industry? This knowledge will give you a better sense of what type of leverage you have at the negotiating table.

What am I worth? Find out what you are worth in the marketplace. Do your research and due diligence. Use Internet sites (salary.com, acinet.org, jobstar.org) and your professional network. Be sure to ask men as well as women, since women typically make only 76% of what men make. Make sure to factor in your geographic location as well, as this can dramatically impact salary norms.

2. Gather information about your accomplishments, past and future.

What do I have to offer? If you have decided to move forward, you must then document your past and current achievements. It is your job to effectively depict and demonstrate your past, present, and future value, not your boss'.

Ask yourself:

- What are your unique accomplishments and strengths? Document your performance with products, testimonials, and client letters if necessary.
- What impact has your accomplishments and strengths had, internally and externally?

- How do you fit into the company and department goals? Show your future commitment and vision. What role will you play? Where do you plan to add unique value?

Numbers are your friend. Next you will want to try to translate this qualitative information into facts and data. Numbers are an effective way to tell the story and give powerful proof of your accomplishments. Plan to use data and numbers to support your request, not emotions. This will help you to not personalize the discussion. You do not want your boss thinking of your increasing your rewards as a personal favor, rather it should be viewed as what it is - performance-based compensation.

3. Anticipate and plan

Take a walk in your boss's shoes. Identify your boss's pressures, concerns, and future needs and plan to address them throughout the meeting. Again, this line of thought may influence the timing of the discussion. If the entire department is experiencing budget cuts right now and many people are being laid off, this may not be the time to ask for a promotion. If you do decide to move forward at this time, consider how you can set yourself up for success. What are his/her future needs? How can you align yourself with them?

Also, there are a few little things you can do to further ensure a successful outcome. Is your boss is a morning person? If so, schedule a breakfast meeting so you are catching him/her at his best. Does your boss prefer things in writing in advance? Then draft an agenda of the topics you will be covering during the meeting and send them a couple of days prior (divulge enough information to put your boss at ease but don't give away the house).

Create options through scenario planning. Like for a job interview situation, preparation is the key to a successful raise discussion. Be clear in your own mind about what you want the outcome to be and be prepared to articulate your request and the rationale. Then think through all possible outcomes and anticipate the actions you will want to take in each case. Finally, make sure you have a plan in your back pocket for any scenario. Like an elite athlete, you want to visualize yourself fielding any ball.

Ask yourself, "What is your range of acceptable alternatives?"

Consider what you would like the outcome to be and be sure to identify alternatives to a monetary raise. What is important? What is non-negotiable? If your base salary is firm, consider other forms of reward e.g., a better title, more flexible hours, interim performance reviews or additional vacation time. What is your realistic best case scenario and what is the smallest gain that you are willing to accept?

4. Communicate with confidence and competence

Match your strengths to their needs. At this point, pull everything together and make a list of 5 good reasons why the employer needs you.

Match your previously identified strengths and projected contributions to your boss's future needs. Make these matches the focal point of the discussion. Be sure to have specific examples to support any key point and use data and numbers to support your request, not emotions.

Prepare to take control. Approach the meeting from a position of strength. You called the meeting and therefore it is incumbent on you to effectively manage it. You will do the preparation, bring the materials, and control the conversation.

You are not asking or groveling. You are proposing and requesting. Make sure to prepare any documentation you will want to have in the meeting. Consider using client letters, testimonials, products, presentations, etc. If you are feeling very nervous and uncertain – you don't want it to show. Act as if you are confident – fake it 'til you make it if you have to!

Practice, practice, practice! Role-play in advance to anticipate roadblocks. To practice, put each point of emphasis and the supporting examples on a separate index card. Say each of these points aloud - on videotape, in front of a mirror, or with someone you trust. Don't forget about your body language. 70% of communication is non-verbal so your body language has to emanate confidence and success, too!

5. Initiate and follow up on the discussion

Ready, Set, ...Go! Once you feel prepared and ready, indicate to your boss that you would like to set up a meeting. Do not say that you want to talk about a raise. Leave the specifics for later. Do let your boss know that you are interested in discussing your performance and compensation. Using a professional tone and approach will signal that the meeting is formal and that you are the responsible party. Rely on your best judgment to select the right circumstances for both the initial conversation and the meeting. Consider timing of day (is your boss a morning person? - plan to have the conversation over coffee and bagels) and season (are you in the middle of budget season and working around the clock? Maybe this should wait until the high stress period is behind you), etc. If your boss tends to be forgetful it is ok to remind him/her about the meeting a couple of days prior. If your boss insists on reading materials before meetings, send through any information that may be relevant for review.

Follow up in writing. After the discussion, summarize all decisions in an email to be sent within 24 hours to ensure that everyone is operating from the same base of information.

Lessons Learned. Congratulate yourself on a job well done. You have put your best foot forward and demonstrated your ability to communicate your needs in a professional manner. You should feel good about your initiative and willingness to advocate for yourself. Regardless of the outcome, you do not have to plague yourself with 'what if' questions.

After the meeting make sure to record what went well and what did not. Which tactics were particularly useful, which arguments were particularly persuasive? Make note of these reactions so you can use them at future negotiations. Going forward, continue to document your performance and successes and nurture your professional image. A continually updated file of your accomplishments will make it easier to take charge and be in control of your career.

Not all you wanted? If you don't get an acceptable outcome or everything that you wanted, ask for a follow-up meeting to revisit the matter in 3 or 6 months time. Additionally, be prepared to initiate the 'Plan B' that you selected earlier.

If you felt as though you and your boss were on completely different pages, consider the root cause of the disconnect. Are you getting enough accurate feedback about your performance? If not, how can you adjust the frequency and quality of the feedback that you receive? Is your boss receiving enough data about your successes and accomplishments? If not, how can you keep them updated in the future? Use this interaction and data to help you better manage your career.

Article courtesy of [Berkman Fives](#).

New Member Profile

My name is Shari Straub. I am originally from Indiana, the Columbus area. I have a degree in Electronics and am currently attending ASU seeking a major in Political Science with a minor in Spanish. I am married to Scott Straub, an attorney here in Jonesboro, for six



years. I am also his paralegal and office manager. We have two daughters who are grown and out of the house. We have a granddaughter, Ceara who is two and the light of our lives. We recently bought a house in Brookland and after some major remodeling we hope to be in the house next month (March) sometime. We currently live at the Links here in Jonesboro. I am excited about being a member of your group and look forward to meeting everyone.



My name is Kim Chrisco. I am married to Count Chrisco, originally from the Jonesboro area, and I am originally from the Northeast Alabama area. We have three children: Ryan (21), who currently lives in Alabama; Chase (12); and, Carley (11), both students at Valley View. Count and I met in Chattanooga, Tennessee, where I was a legal assistant for Heiskell, Donelson law firm, and also was a former NALS member!

We moved to Branson, MO, in 1997, where I owned and managed The Food Court in The Branson Mall until May, 2005. We then took a year and traveled around the country, home schooling the children. We settled in Jonesboro in August, 2006. I opened "Baskets Southern Style" out of my home that December, but closed it in September, 2007. I just do baskets for a hobby now. Other hobbies include writing poetry and short stories and spending valuable

time with my family.

I work for The Perkins Law Firm, P.A. and am excited about meeting everyone and becoming involved with NEALS!

2007-2008 Committee Chairs and Members

COMMITTEE	CHAIR/MEMBER	ACTION DATE
Bar Liaison	Andrea Hicks, PLS Michelle Grilletta, PLS	All Year
Blood Drive	Sharon Davis, PLS	TBA
Bosses' Night (Boss of the Year/ Award of Excellence)	Christy Wilson Sharon Davis, PLS Charlie Patterson	April, 2008
Bylaws and Standing Rules	Christy Wilson Belinda Penn, PLS	All Year
Chapter Achievement	Belinda Penn, PLS	April, 2008
CLE	Joyce Morgan/NEALSP members	All Year
Court Observance Week	Andrea Hicks, PLS	October, 2007
Courthouse Drop Box	Joyce Morgan	All Year
Financial Review		May, 2008
Historian	Andrea Hicks, PLS	All Year
Legal Issue	Christy Wilson	All Year
Marketing		All Year
Nominations/Elections	Wyvetta Smith, PLS	March, 2008
PLS/ALS/PP Certification		All Year
Scholarship	Dianne Gibson, PLS	January, 2008
Ways & Means	Belinda Penn, PLS	All Year
Web page	Christy Wilson	All Year

2007-2008 NEALSP Officers

Kara Whitehead – President

Joyce Morgan – Vice-President

Wyvetta Smith, PLS – Secretary

Belinda Penn, PLS – Treasurer

Charlie Patterson – State Director

Sharon Davis, PLS – Parliamentarian

