



# Board Members Visit Talley Management

Several Board members visited Talley Management this year. Ed Husted flew in all the way from Fairbanks, Alaska to get to know the accounting department; Bill Mulkeen and Tom Goldman stopped by in March to review the Technology Initiative; Hedi Nasheri and Ron Goldfarb visited in May to discuss Association operations; and Bill was back again in June prior to the Board meeting.

All visitors took a tour of the converted elementary school building which houses Talley Management, and met or saw the five dozen staff members who work in the headquarters, accounting, operations, exhibits and marketing, and meetings divisions.

## The Future of AAFPE is NOW!

Mark your calendars and join us in New Orleans October 11-14, 2006 for AAFPE's 25th Annual Conference. While memories of Hurricane Katrina linger, the people of New Orleans are ready to host AAFPE in Big Easy style. *Laissez les bons temps rouler* — let the good times roll — is emblematic of the daily celebration that is New Orleans.

Kathryn Myers, with the help of Annual Conference Committee members Nicholas Riggs, Joan Spadoni, and Linda Spagnola have put together an outstanding and diverse program. There are valuable sessions designed to aid new program directors and faculty. Another group of sessions will focus on teaching tips and tricks. This year's Information Exchange Room will also center on teaching. There are other sessions of general interest and a final group of sessions will incorporate or deal with technology and technology issues.

Of course, the ABA will be a presence at the conference. The ABA Approval, Re-approval, and Interim Report sessions will return, as well as the Open Forum. In addition, there will be a session to help you write sufficient syllabi and prepare acceptable surveys in your ABA process. Another session by ABA gurus will be centered on distance education syllabi.

The conference would not be complete without committee meetings to move us forward. If you are interested in hosting a regional conference, working on next year's annual conference program, or writing for one of our publications, be sure to attend the appropriate meeting.

Again this year we are offering The Basic Online Toolbox, but we also have added an advanced session. (These two sessions are an additional fee beyond the conference registration fee.) We are presenting a free seminar — Adobe Acrobat7: An Essential Tool for the Legal Community. The Technology Task Force has been working hard on various technology offerings as the focus for this year's conference.

continued on page 5

DON'T MISS NEW ORLEANS  
OCTOBER 11-14, 2006

# The Sidebar

### Inside This Issue:

Information Exchange	2
Honorary Membership	2
NFPA News	2
Publications Board Appointed	2
Board of Directors Meeting	3
Thomson Delmar Learning/West Legal Studies Teaching Competition	3
Thomson Delmar Learning/West Legal Studies Teaching Rubric	4
What Does a Management Company Do?	5

**Don't miss New Orleans  
—October 11-14!**

**Information Exchange is  
Back in New Orleans  
(see page 2)**

**AAFPE Board Meeting  
(see page 3)**

# Popular Information Exchange Is Back Again in New Orleans

Once again, AAFPE will host the Information Exchange. In a designated room at the 2006 AAFPE conference in New Orleans, you and your colleagues can share assignments that were fun to grade, class projects that truly inspired community and learning, exams that accurately assessed learning, and other successful pedagogical tools.

Have something you want to share? Questions? Contact Joy Smucker at [jsmucker@highline.edu](mailto:jsmucker@highline.edu) or (206) 878-3710 ext. 3856. You will also need to plan on bringing 100 copies of the information you want to exchange.

This year, reflecting AAFPE's focus on technology, we are asking those participating in the Information Exchange to scan their entries into a pdf file and e-mail them to Meridyth Senes ([msenes@talley.com](mailto:msenes@talley.com)). If scanning is a problem, just send the Word file to Meridyth and she will convert your submission to a pdf file. The goal is to provide to all conference attendees a CD of the submissions.

Let's create community around the wonderful ideas we have to make paralegal education inspiring, successful and enjoyable.

# Honorary Membership in AAFPE

Each year, up to two persons who have provided outstanding service to AAFPE, but are no longer involved in paralegal education, are conferred with honorary lifetime membership. A list of previous honorees can be found on page 349 of your 2005 AAFPE Directory. This year the AAFPE Board voted to confer honorary membership on Nick Fisher. Nick and last year's honoree, Shelley Widoff (who was unable to attend last year's conference), will be recognized at the Annual Conference in New Orleans.

# News from the National Federation of Paralegal Associations

NFPA is a non-profit professional organization representing more than 11,000 paralegals and is headquartered in Edmonds, Washington. NFPA's core purpose is the advancement of the paralegal profession, promoting a global presence for the paralegal profession, and leadership in the legal community.

## NFPA Elects New 2006-2007 Board of Directors

- President** – Anita G. Haworth
- Vice President & Director of Professional Development** – Beth L. King
- Vice President & Director of Positions and Issues** – Wayne D. Akin
- Vice President & Director of Membership** – Linda M. McGirr
- Vice President & Director of PACE** – Ann W. Price
- Secretary & Director of Operations** – Kelly S. Montgomery
- Treasurer & Director of Finance** – Georgette M. Lovelace
- Board Advisor** – S. Kristine Farmer
- Region I Director** – Theresa A. Prater
- Region II Director** – Debra Hindin-King
- Region III Director** – Mary J. McKay
- Region IV Director** – Robert Hrouda
- Region V Director** – Sharon S. Spinelli

NFPA's Pro Bono Committee, twenty of NFPA's member associations, and two of NFPA's Sustaining Members are currently supporting 36 Navy Legalmen and Military Paralegals who are deployed at two locations in Afghanistan and three locations in Iraq. The purpose of this program is to bring some measure of comfort, along with information and news regarding the civilian paralegal profession, to military paralegal counterparts serving overseas.

NFPA has selected Edna M. Wallace as the organization's 2006 Paralegal of the Year. The award, sponsored by CT, is given to an individual who exhibits extraordinary commitment and contributions to the expansion of the paralegal profession.

The 2007 NFPA convention will be held at the Tampa Hyatt Regency Hotel October 18-21, 2007.

# Publications Editorial Board Appointed in February

Members of the Editorial Board are proofing the Oral History publication marking AAFPE's 25th anniversary. Copies of the Oral History will be distributed at the Annual Conference in New Orleans.

Editorial Board members also provide extra sets of eyes proofing *Sidebar* and *The Paralegal Educator*, and guidance for editorial planning and decisions.

## Editorial Board Members

- Liz Nobis, Editor-in-Chief, *The Educator*
- Linda Spagnola, Assistant Editor, *The Educator*
- Ed Quist, Editor, *Sidebar*
- Charlotte Harris
- Tom Goldman
- Alana Rose
- Anita Tebbe
- Nancy Wagner
- Christine Lissitzyn
- Laura Alfano
- David Herzig
- Shelley Esposito
- Gary Bauer
- Greg Kehel

## Ex Officio

- Bill Mulkeen
- Pam Bailey
- Meridyth Senes

# AAfPE Board of Directors Meeting

**JUNE 2006**

The AAfPE Board of Directors held a Board meeting in Newark, New Jersey, beginning Friday, June 23, 2006 and concluding on Sunday, June 25, 2006. The meeting was held at the Marriott Newark International Airport Hotel, a location that allowed for many Board members to drive to the site. AAfPE Executive Director, Meridyth Senes, and Director of Headquarters, Chuck Sapp, both of Talley Management Group (TMG), participated throughout the meeting, along with the Board members.

The Board discussed the upcoming 25th Anniversary annual conference in New Orleans. The schedule looks good with sessions for new and “seasoned” faculty and program directors, technology training, writing sessions and sessions on leadership in AAfPE. On Thursday, October 12, there will be a 25th anniversary evening party with black tie optional! The Board discussed future conferences through 2009 and considered location proposals. Baltimore, Maryland will be the site for 2007, and Portland, Oregon, San Diego, Dallas, Texas and Denver are possibilities for 2008.

We discussed the regional conferences. The Board addressed the success of these conferences and ways to improve, including communication between Talley Management and the regional hosts.

There are some exciting initiatives in the area of technology. The Board considered better ways to train faculty how to teach technology and ways to have access to legal software for teaching purposes. Bill Mulkeen and Tom Goldman have made great connections with software publishers and others in the technology industry.

The Board discussed AAfPE publications, including *The Educator* (we have many article submissions) and *The Sidebar*. We discussed a new committee chaired by Ron Goldfarb, to continue the discussion of an AAfPE scholarly journal.

Christine Lissitzyn reported on efforts of the new Writing Task Force. Teaching students to write is an important concern of AAfPE members and the task force is working to develop ways to address these concerns.

LEX is strong with several new members. A handbook for all chapters is nearly complete.

The Treasurer’s report, presented by Ed Husted and Chuck Sapp, included a recommendation to continue reporting using a modified cash accrual method and to continue a June 30 fiscal year end. There has been previous Board discussion about changing these methods, however, the Board agreed to adopt these recommendations. The treasurer reported that we are in good financial shape.

The Board reviewed a proposed contract with Talley Management and agreed to continue a contract with Talley for another three years. This will be finalized in the next few weeks.

*Joy Smucker*  
Secretary, AAfPE

## It’s Time to Compete

**Thomson Delmar Learning/West Legal Studies is again sponsoring the Excellence in Teaching Award** during the Annual Conference in New Orleans. Win \$500 by performing your best lesson plan for your supportive colleagues.

It’s AAfPE’s sixth year to recognize outstanding teachers when they teach live to their peers. The competition is Thursday, October 12, 2006 at the AAfPE conference in New Orleans from 10:00 a.m. to 11:15 a.m.

To participate, describe your topic in a paragraph and send it to Mary Kubichek (kubichek@casper-college.edu) by the September 11, 2006 deadline. Walk-ins are not allowed to compete. The first four entrants who meet the criteria and timeline will be notified by September 15 that they are competing.

You will be expected to make a ten minute presentation to your peers. The lesson plan must be one that you use in a paralegal course. Choose an engaging topic to present.

Remember audience analysis — your audience is composed of your peers, other paralegal educators, who want to be able to use your lesson plans in their classes.

All audience members will provide feedback comments to participants. Former winners will determine the final winner. \$500 will be awarded to the winner by West Publishing. In addition to bragging rights, the winner becomes a lifetime judge.

For more information, contact Mary Kubichek at work (307) 268-2618.

### HINTS FOR SUCCESS

- Pretend that the audience members are paralegal students, not colleagues.
- Review the Excellence in Teaching Competition Rubric that describes the grading criteria.
- Bring handouts for 50 people. Extras will be snapped up by those who must attend other sessions. Include a bibliography if appropriate.
- If you need PowerPoint equipment, an easel, or whatever, you must make arrangements. AAfPE cannot supply or pay for any of these.
- Limit audience participation. You will be judged on your presentation, not on the witty answers of the audience.
- Use examples.
- If the audience has questions, they can ask you at the end of the presentation, if there is time, or after the competition.
- Practice!!!!
- Ask yourself if you would want to be a student in this class.
- Have fun. If you don’t win you can try again.

# Thomson Delmar Learning/West Legal Studies Excellence in Teaching Rubric 2006

	Assign points 1 – 10 with 10 the highest.			
	Contestant #1:	Contestant #2	Contestant #3	Contestant #4
Introduction	Topic: 1 2 3 4 5 6 7 8 9 10	Topic: 1 2 3 4 5 6 7 8 9 10	Topic: 1 2 3 4 5 6 7 8 9 10	Topic: 1 2 3 4 5 6 7 8 9 10
Application	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Topic	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Organizational Skills	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Support Materials	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Preparation	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Assessment	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Pedagogy	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Advanced Thinking	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Verbal Delivery and Nonverbal Delivery	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
At the end of the contest rank contestants 1 – 4, 1 being the best.	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Comments: Anything constructive. The contestants will only receive their column.				

## The Future is Now! continued from page 1

Join us for the annual business meeting where we will be electing officers and members of the Board of Directors. We will discuss topics of importance to the health of the organization, and need your attendance and input to guide the future of the association.

The Annual Conference is our opportunity to network: to talk with peers, learn classroom tips, make contacts and develop strong working relationships. Conference networking is both fun and rewarding, and a big part of the fun will be the (black tie optional) Mardi Gras party.

Another aspect of the conference is the city itself. New Orleans is a southern city with European traditions that skillfully blend with Caribbean influences. New Orleans is filled with unique local architecture, great shops, spicy cuisine and, of course, jazz. The city is full of life and is waiting to share her charms with all of us.

**Accommodations:** Our hotel is in the heart of the French Quarter. The InterContinental New Orleans is located at 444 St. Charles Avenue, New Orleans, LA 70130-3171; Toll-Free: (800) 445-6563; Phone: (504) 525-5566; Fax: (504) 585-4350. The Annual Conference Committee has been quite busy on your behalf. We hope you enjoy the conference and we look forward to seeing you. We will certainly — *laissez les bons temps rouler* — let the good times roll!



## What Does an Association Management Company Do?

Many associations find the most cost-effective use of their limited resources is to do what AAFPE has done: hire an association management company. By outsourcing the day-to-day operation of the association, the Board of Directors and volunteer members can concentrate on what they do best — promoting the association's agenda and focusing resources on key priorities.

Talley Management Group provides expertise and competency in many areas. The Executive Director, Meridyth Senes, is the team leader for AAFPE's interests at Talley and works with dozens of staff members in the headquarters, accounting, operations, exhibits and marketing, and meetings divisions. The accounting department has accountants and bookkeepers on staff who know the accounting standards and tax rules for nonprofits. The meetings division negotiates with hotels for conference rates and is able to leverage volume discounts not available to a single association. Talley's diverse professional staff offers a range of experience and expertise to realize the association's ambitious agenda.

TMG provides the address, telephone and central office for all AAFPE business, and maintains the financial, historical and current records of the association. The Executive Director facilitates communications between the Board of Directors, committees, members and staff (including the production of *The Paralegal Educator* and *Sidebar*). The Executive Director participates in Board meetings, offering governance, administration and business counsel, and implements decisions resulting from meetings.

TMG responsibilities for AAFPE include:

- verify and maintain membership including collection of dues
- ensure member services
- process LEX chapter applications, and provide certificates and pins
- manage LEX scholarship submissions
- work with the editor of *The Paralegal Educator*
- edit the directory for publication

- support the Board of Directors and the Board's committees and task forces
- maintain the AAFPE website
- prepare the association budget, review and pay all authorized expenditures
- negotiate contracts for services including insurance
- help conduct elections
- maintain security of credit card transactions
- plan and conduct membership drives
- coordinate management of regional conferences
- plan and manage the annual conference, and
- handle any administrative activity one would expect from a headquarters office.

This is actually a short list of responsibilities. The detail involved in planning and guaranteeing a successful annual conference would run several pages. Planning for a conference usually begins eighteen months before the event and requires the attention of a dozen staff members (as well as volunteer association members).

Talley Management is committed to AAFPE and its members. The staff is available to help with any questions or concerns you may have at any time. There may be times when you feel your request for help has fallen through the cracks. At these times I want you to call me (Meridyth Senes, 856-423-7222 ext. 245) or AAFPE's Administrative Assistant (Jacqueline Dennis, 856-423-7222 ext. 226) to follow up on the handling of your request. No office is perfect and, while we try very hard to give attention to each request, it is possible that the occasional request may be mishandled. Let us know when we do not meet your expectations so we can correct the problem and improve our service to you.

We at Talley value the relationship we have with AAFPE and we are here to support every AAFPE member. That is what an association management company does.