

MCPA TODAY QUICK NEWS YOU CAN USE

The Official Publication of the Montgomery County Paralegal Association

March 2019

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President's Message

MCPA January Kick Off Meeting

Welcome New Members

Board of Directors Meeting Highlights

MCPA & Peirce College

Share Your Ideas

Operation Gratitude

Working Smart

Officers

Board of Directors







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PRESIDENT'S MESSAGE by Nancy Piechota, Pa. C.P.

pring is in the air. It's time to get out and enjoy the wonderful weather and to get involved in your Paralegal Association. Remember, we need you, as members, to help us grow stronger. The Officers and Board cannot do it without you. Do you know some people who are



studying to become a paralegal? Why not invite them to come to a meeting and see what MCPA is all about? Talk to fellow paralegals at work who are not current members and encourage them to join.

Have you been to a meeting and CLE lately? No? Why not join us and spend an hour or so enjoying a wonderful CLE as well as talking to and getting to know your fellow members. If there is a topic that you think would be helpful or interesting for a CLE, please reach out to me and let me know.

Volunteers are important and are always needed by MCPA, especially for Community Outreach events. MCPA always participates in the MCAP Run for the Hill of It in the summer. MCPA participates in Villanova Special Olympics in November. MCPA has had some low attendance of volunteers for these events and I am hoping to see more members get involved in our Community Outreach projects. I realize that we all work full-time, go to school or have a family and it is tough to give up some of our free time. However, maybe if you decide to volunteer for just one event you will find that it will be well worth your time and effort.

MCPA's Newsletter Committee needs your help. Have you read some interesting articles that you feel your fellow paralegals would enjoy? Send an e-mail to the author and see if they would be willing to allow us to reprint the article in our Newsletter. If so, send the article and the confirmation from the writer to our Newsletter Chair. Share some of those articles or ideas for interesting topics with us. I know the Newsletter Committee would really appreciate it.

I look forward to another year as your President and getting to spend more time talking with you. Remember, if you are at an event, meeting or CLE, stop by and talk to me. If you are new, introduce yourself. I try to get around to talk to everyone but sometimes I get sidetracked.

I am always available to anyone that wants to voice an opinion, has a suggestion or wants to help MCPA in some way. I am even open if you want to get together for a cup of coffee on a Saturday or Sunday morning or even a drink and appetizers some evening. Reach out to me. As your President, I want to make this an Association that you are proud to be a member of.

MCPA JANUARY KICK- OFF MEETING

MCPA's annual Kickoff dinner was rescheduled from January to February 27, 2019 due to three of the Board members not being able to attend to be sworn in. The number of attendees was also very low. It was decided to move the Kickoff to February. The event was held at the Club at Shannondell ("Chadwicks").

Chuck Egolf and Lorraine Shikora from our sponsor, Karasch & Associates, were kind enough to attend. And since the Judge we originally had scheduled in January could not attend in February, Lorraine was kind enough to perform the induction of the Board. Lorraine did a great job and it was truly appreciated. A big Thank you Lorraine!!!

BOARD OF DIRECTORS:

Nancy E. Piechota, Pa. C.P. – *President* Kelly Lightcap–*Vice*–*President* Christopher Gregg – *Treasurer* Jennifer Keummerle – *Secretary* Noreen Messmer, Pa. C.P. Shari Weber-Bradley Dana Jorna, Pa. C.P. Tracey L. Barnes, RP, Pa.C.P.



Chuck Egolf was kind enough to speak to us about Karasch & Associates and what they can do to make things easier for the paralegal as far as depositions and how to keep the costs down.

Along with Peirce College, Karasch & Associates was also a sponsor for this event. We are truly thankful to both for helping with this event.

Catherine M. ("Kate") Harper, Esquire (former State Representative) was our guest speaker. Ms.



Harper has been a partner at Timoney Knox in Fort Washington since 1997. Kate was also a member of the Pennsylvania General Assembly in the House of Representatives representing Eastern Montgomery County for eighteen years. Kate has a general practice, but focuses on land use (particularly municipal, conservation and zoning law), real estate and civil litigation in Bucks and Montgomery counties.

In the Legislature, Kate served as Chair of the Pennsylvania House of Representatives ,Local Government Committee and on the Pennsylvania Local Government Commission.

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MCAP JANUARY KICK– OFF MEETING CONTINUED

In the Legislature, Kate served as Chair of the Pennsylvania House of Representatives ,Local Government Committee and on the Pennsylvania Local Government Commission.

In 2016 Kate was honored with the Montgomery Bar Association's Margaret Richardson Women in Law Trailblazer award. Kate spoke to us on the "Three Things I Learned in Politics". She touched on these topics:

- 1. What you see depends on where you sit.
- 2. Everything that gets done happens because people talk to one another.
- 3. If you fall off the horse, get back on.

You ask yourself what could she possibly mean by these. Well, she certainly made those topics very interesting and when she concluded her presentation, you really sat and thought about things she said and how it gives you a different perspective on how you think of things. I have to say that her presentation really opened my eyes and made me see things differently. I really plan on trying some of her suggestions.

Kate's presentation was very interesting and I bet we could have sat there for a few hours listening to her. I felt as though I was listening to a very good friend telling me stories and found it very interesting. Thank you Kate for giving of your free time to attend the Kickoff dinner, for speaking and for putting a different perspective on how we think of things, how we network and work together to get things done and encouragement to keep trying when things do not go our way.

We would like to thank Chadwicks for a wonderful meal and their hospitality.

I look forward to next year's Kickoff and encourage more members to join us in 2020.



March 2019 Page 4

MCPA Today Newsletter QUICK NEWS YOU CAN USE



Brittany Bucsok, student member-Lansdale School of Business **Trista Davis-Kozloff Stoudt Attorneys** Daniel Renk and Megan Bolger-O'Brien & Ryan, LLP Diana Koros, student member-Villanova University Jacqueline Marks, student member-Boston University Melissa Rossiter, student member-Peirce College

MCPA Professional and Student members enjoy these benefits:

- Receive MCPA's bi-monthly newsletter MCPA Today; C
- Access the MCPA job bank; C
- Access MCPA List Serv where paralegals can get advice and assistance in all areas of practice; C
- Monthly meetings or Seminars* dealing with topics that affect paralegals today; C
- **Obtain the annual MCPA Membership Directory;** C
- Automatic membership in the National Federation of Paralegal Associations (NFPA); C
- Subscription to the National Paralegal Reporter, the official bi-monthly magazine of the NFPA; C
- Network with paralegals and other members of the legal community.

Stay on top of local and national trends in your career! Join MCPA today by visiting www.MCPA -BECOME A

HIGHLIGHTS FROM THE FEBRUARY BOARD OF DIRECTORS MEETING

The MCPA Board of Directors met on February 5, 2019 at the offices of Mannion Prior, LLP located in King of Prussia. Items discussed were:

Items that were discussed include:

- Members of the Board will be meeting with the Bucks County Paralegal Association Club at Bucks County Community College, Newtown, Pennsylvania, to discuss benefits of membership and to share stories of how each entered the paralegal profession. Anyone interested in participating may contact Dana Jorna (DJorna@kanepuch.com) or Kelly Lightcap (lightcap@bbs-law.com).
- The Board discussed having a Student event at Manor College which would include a CLE. The event will be open to students and MCPA members.
- A survey will be circulated to MCPA members to get input regarding the upcoming Gala and other MCPA events.
- Social Media is requesting that members share more.
- Planning and Newsletter committee are looking for volunteers.
- January kick-off has been moved to February 27th.
- Board discussed adding a new section in the Newsletter announcing positive news for our members, i.e., life events including marriage, new baby, new job, etc. Please share your good news with MCPA!

All members are invited to attend board meetings to express their opinions about issues affecting the Association. Meetings are held at Mannion Prior, LLP. Mannion Prior, LLP, 840 First Avenue Suite 100, King of Prussia the first Tuesday of each month. For more information, contact Nancy Piechota at NPiechota@mannionprior.com.

MCPA & PIERCE COLLEGE

ack in November MCPA was again invited to attend the Pierce college networking event for paralegal students. Former Pierce alumni are invited to sit on a panel to describe their transition from college to the working force and how their experience at Pierce college prepared them to be a working paralegal. All current paralegal students attended as part of their classes for that semester. Local paralegal associations are invited to join and network with the



students following the presentation. Dana Jorna and Kelly Lightcap attended on behalf of MCPA and met with several students living or working in the Montgomery County area that seemed interested in joining the association. This was a wonderful opportunity to meet prospective new members and also lend support for future paralegals. Pierce college has been a longtime friend of the Montgomery County paralegal association and we were happy to participate in this event. MCPA plans to continue their outreach and networking with students when we visit Bucks County community college this Spring.

SHARE YOUR IDEAS

We all know being a paralegal is a stressful job. Closely following deadlines and staying on top of mountains of files while dodging last minute projects and emergency filings can sometimes leave our offices looking more like path of a paper tornado than the organized space we'd like it to be. With that in mind, I'm sure many of us have developed techniques for staying organized and relaxed during our busy times. We'd like to create a list of these go to practices to share in the newsletter. If you have a tip or trick for staying organized or something you do to relax during the most stressful parts of you job please email them to Kelly Lightcap at <u>lightcap@bbslaw.com</u>. Check back for the compiled list!



MCPA is collecting donations for Operation Gratitude. This charity sends care packages to:

U.S. Troops =First Responders
Veterans =Military Families =Wounded Heroes & Care Givers

DONATIONS BEING COLLECTED NOW ARE:

- All Purpose Wipes (single and 30 count packs or less)
- Batteries (AA and/or AAA)
- Deodorant (travel size; non-aerosol)
- Drink Mix (individual serving packets)
- Foot Power (travel size)
- Gum
- Hand Warmers
- Jerky (individual bags)

- Lip Balm
- Pencils (mechanical preferred)
- Playing Cards
- Puzzle Books (7" x 10")
- Sewing Kits (travel size)
- Socks (men's black crew length)
- Sunscreen (travel size, non-aerosol)

Most members are sending this information to everyone in their firm. That was we can all get involved and start collecting!

To donate, simply bring your items to any board meeting, CLE event, or deliver it to any officer or board member.

Please help spread the word so that we can get all the donations possible. Tell your friends, family, firms and everyone you know about this collection!

For more information, please contact Deb Arbuckle at <u>DArbuckle@kaplaw.com</u>.

WORKING SMART

By Kitty Bice, ACP

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▲ here is no such thing as a typical day for a paralegal, or even one that goes as planned. No matter in what area of law you work, there are days that your plan for the day is quickly changed. In order to meet deadlines, you must not only work hard, but also you must work smart. Working smart is not something that is learned from books and seminars. Working smart is a skill combining both mental and physical know-how. Working smart may incorporate different skills for different people. One needs to determine what works best for you. For me, to work smart I must incorporate organization, prioritization, delegation, and time management.





ORGANIZATION

Taking the time to keep everything organized saves time in the long run. Spending time looking for records or documents, restarting previously started tasks or projects that were misplaced or not finished, or trying to locate witnesses, experts, or vendors, takes time that one usually doesn't have at the time the document, project or person is most needed. Some people are comfortable

with electronic organizational tools. Others want to visually see and touch what they need to get work done promptly and accurately. Use what works best for you. That is part of working smart. Use the organizational method that helps you be the best you can be. Use tools that help you stay organized, such as calendars, various organizational software, binders, and/or storage containers. Take the time to make lists, calendar deadlines, put documents, names and contact information for people and projects where you can easily access them at a moment's notice.

PRIORITIZATION

Prioritization is a two-sided objective. There are what you consider your priorities, and the priorities of your attorney and/or client. Often we hear that we need to get our priorities in order, but it is not your personal priorities that dictate what your day will include. There are ways to complete what you think is important to the needs of attorneys and clients, but they won't be accomplished in an eighthour day. In order to prioritize, one must first organize. Make a list (written or mental) of what needs to be done and what and who is needed to accomplish your to-do list. Often, you are not the only one that needs to determine the priority of items on your list. You may need to meet with your attorney and ask what he or she thinks is most important. You must also verbalize your need for more information to determine what is expected and when it is expected. You must also verbalize what else is on your plate so an informed decision can be made as to what task has the highest priority. Prioritization requires organizational skills, judgment and analysis skills and communications skills.

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WORKING SMART CONTINUED



DELEGATION

Working smart means you recognize your strengths and the strengths of those who are part of your team. In order to accomplish a task in a specific time period, one must know what is needed to meet the deadline. Multi-tasking is a requirement, but the paralegal does not have to complete all of the multiple tasks. As a paralegal, you are part

of the team working for the client. Although I may think I do certain things better than others or like to do certain tasks more than others, delegation of tasks and managing all the parts of the project is important to the end-result and what is expected. Use support staff and vendors to help you deliver the end product on time. Delegation requires leadership skills and an understanding of time management.

TIME MANAGEMENT

When working smart, time management includes how you use your time both while at work and when you are not working. Time management is using your time wisely. When you are working, realistically look at what is on your plate and determine the best way to accomplish it. Do not over-extend yourself or make

promises you cannot keep. When you are not at work, join your local paralegal association and meet paralegals in your area. These contacts provide an invaluable network of individuals with information and contacts you may not use in your current position. Take advantage of continuing educational opportunities. Often you will learn a skill used by paralegals in other areas of law that is helpful in what you do. Finally, take time for yourself. In order to be your best, you must first take care of yourself. Working smart requires less physical effort than working hard. When I visualize what one describes as a hard worker, I picture a person working long hours, never taking breaks, running around like a chicken with its head cut off and looking frazzled. When I picture a person working smart, I picture a paralegal.

Kitty Bice, ACP, is a Sr. Litigation Paralegal for Williams Mullen in Richmond, Virginia. She has held several positions on the Richmond Paralegal Association Board and is currently its NALA Liaison. Kitty also serves on Boards at the University of Richmond School of Professional and Continuing Studies and J. Sergeant Reynolds Community College in connection with their Paralegal Studies programs. <u>kbice@williamsmullen.com</u>





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Nancy Piechota, Pa. C.P.—President

Mannion Prior, LLP (610) 265-7800 NPiechota@mannionprior.com

Nancy is a Paralegal at the law firm of Mannion Prior, LLP in King of Prussia. Nancy also sits on the Board of Directors and also serves as Chair of the Marketing Committee. She lives in Berks County with her husband, Joe and rescue dogs.



Kelly Lightcap, Pa.C.P. —Vice President

Bennett, Bricklin & Saltzburg LLC (267) 654-1100 lightcap@bbs-law.com

Kelly is a Paralegal at the law firm of Bennett, Bricklin & Saltzburg LLC in its Blue Bell office. She currently serves as the Association Vice President having served as its Treasurer since 2013. She lives in Phoenixville with her husband and cat, Emmett J.



Christopher Gregg—Treasurer

Kane, Pugh, Knoell, Troy & Kramer (610) 275-2000 cgregg@kanepugh.com

Chris works for the law firm, Kane, Pugh, Knoell, Troy & Kramer as a Paralegal. He has been an active board member for the past 3 years and serves as its Social Media Committee Chair. Chris was born and raised in Willow Grove and still resides there with his family and their dachshund Queenie.



Jen Kuemmerle, CRP, Pa.C.P.—Secretary

Luther Woods Nursing & Rehabilitation Center (215) 675-5005 jkuemmerle@lutherwoods.org

Jen is the Vice President of Finance at The Luther Woods Nursing & Rehabilitation located in Hatboro. She has served on the Association's Board of Directors and was recently elected to serve as its Secretary. She lives in Hatboro with her husband and two children.

BOARD OF DIRECTORS

Noreen Messmer, Pa. C.P. (2017 - 2019)



Noreen is a Paralegal with the law firm of Ford & Buckman, P.C. in Blue Bell and has worked with Sarah Ford, Esquire for over 40 years. She has been a Board member since 2010 and also serves on the Hospitality/Planning Committee. Noreen lives in Blue Bell and is the mother of three and Nana to three granddaughters.



Dana Joana, Pa. C.P. (2018 - 2020)

Dana has been an active member since 2013. Dana assists in the areas of Civil Defense Litigation, Medical Malpractice, Legal Malpractice and Personal Injury defense at the Kane Pugh Knoell Troy & Kramer, LLP law firm since 2013.

Tracey L. Barnes, RP, Pa.C.P. (2019 - 2021)



Shari Weber Bradley, Pa. C.P. (2016 - 2018)

Shari works at the firm at Sattin and Rona, LLC. A long time member of MCPA, she currently serves on the Board and is the Webmaster. Shari lives in Eagleville with her husband and has two grown sons and three grown stepsons.



Tracey is an Estates Administration and Estate Planning Paralegal at the law firm of Dischell, Bartle & Dooley, PC. She attended Penn State University, completing the Paralegal Certificate Program in the Summer of 1992 and took the Paralegal Advanced Competency Exam, receiving her RP (PACE Registered Paralegal) credential in 2000. In 2008, she received her Pa.C.P. certification through the Keystone Alliance of Paralegal Associations and is currently its Credentialing Chair. She has been a member of the Montgomery County Paralegal Association since its inception in 1999 and has been a Board Member, Secretary, Treasurer and President. In 2017, she was appointed as the CLE-Associations Co-Coordinator for the National Federation of Paralegal Associations (NFPA).

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