



Inside this issue:

PRESIDENT'S MESSAGE	1
2022 INDUCTION CEREMONY	3
JANUARY CLE	3
OPEN BOARD POSITION	4
WELCOME NEW MEMBERS	6
MCPA MEMBER BENEFITS	6
WORD SEARCH	7
CREDENTIAL RENEWAL REMINDER	9
JANUARY BIRTHDAY'S	10
CROSSWORD PUZZLE	11
HOW TO ACE THE VIDEO INTERVIEW: TIPS FOR OUTRAGEOUS SUCCESS	12
EDITOR'S CORNER	18
NOVEMBER'S CROSSWORD SOLUTION	19
OFFICERS	20
BOARD OF DIRECTORS	21
COMMITTEE CHAIRS	22

JANUARY 2022

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



Happy New Year!!!

On January 6, 2022, I was again elected as President of the Montgomery County Paralegal Association. I would like to thank Dana Jorna for her hard work, dedication, success, and endless energy as President of our organization for the past two years. Dana has moved us forward in many areas and we are extremely grateful for everything she has accomplished during her term as President. Thank you, Dana!!

As we start the New Year, we once again face the possibility of businesses and schools shutting down again due to the continued COVID Pandemic, and many of us still worry about ourselves or our family members becoming ill. Because of this and the current state of the pandemic, all CLEs for the foreseeable future will remain on the Zoom platform. The CLEs are easy to attend and cover a variety of topics, some of which may be of interest to you based on the kind of law you are working in. Also, all Board meetings will continue to be conducted by Zoom. Anyone who is interested is invited to attend. There is no doubt we are all anxious to get back to in-person CLEs and Board meetings. While we certainly miss the personal interaction with fellow members, we must remain vigilant in order to be safe and healthy.

See p. 2

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www.montcoparalegals.org
[@mcparalegals](https://twitter.com/mcparalegals)



Editor: Lisa Lagreca
llagreca@dbdlaw.com

The Official Publication of the
Montgomery County Paralegal
Association
www.montcoparalegals.org

My goal for the MCPA this year is to get more of our paralegal members to become certified through the Keystone Alliance of Paralegal Associations. Have you been thinking about becoming a certified paralegal? What is a certified paralegal? The Keystone Alliance of Paralegal Associations website has all the pertinent information.

WHAT IS THE Pa.C.P. CREDENTIAL?

The Pennsylvania Certified Paralegal Program (the “Program”) is a voluntary certification program regulated by the Keystone Alliance. The Program requires paralegals to meet minimum educational and employment standards in order to qualify for and maintain the Pa.C.P. Credential. Paralegals certified by the Alliance receive the Alliance’s express authorization to use the credential “Pa.C.P.,” which is the designation and registered state trademark for “Pennsylvania Certified Paralegal.”

The Program identifies individuals whose education, training, and work experience have equipped them with the knowledge, skills and proficiencies to perform substantive legal work in a professional and ethical manner. These individuals are employed or retained by a lawyer, law office, corporation, governmental agency, or other entity to work under the direction of a lawyer or pursuant to state statute, administrative regulation, or court authority in a capacity that, in most instances, would be performed by a lawyer in the absence of a paralegal. The Pa.C.P. Credential offers employers a benchmark for hiring and promoting paralegals. It is the hope of the Keystone Alliance that the Program will become the standard for hiring and/or promoting experienced paralegals.

For more information go to

<https://keystoneparalegals.org/>

Becoming certified shows an attorney/firm you are dedicated to your profession and are willing to go the extra mile by taking the CLE courses and get the necessary credits to stay certified.

I am looking forward to the next year as President of MCPA, and will work to promote our Association and our members to the best of my ability.

If you ever have any questions or comments, please do not hesitate to reach out to me. ♦

MONTGOMERY COUNTY PARALEGAL ASSOCIATION
JANUARY 2022

2022 INDUCTION CEREMONY

Presented by:
The Honorable Daniel J. Clifford

Medicaid and Asset Protection Planning

Presented by:
Rosemary R. Ferrino, Esquire
Montco Elder Law, LLP

*****Applying for approval of CLE 1.0 (S) by NFPA and Keystone Alliance*****

**January 25, 2022
6:30 p.m. to 8:00 p.m.
Via Zoom**

To register please visit:

https://us02web.zoom.us/join/zoom/register/tZUld-6grDMiG9ZTtuVjLw3Nno_175oV7f4w

For any questions, please contact:
Jennifer Echikson, Pa.C.P.
jechikson@dbdlaw.com

**Free for MCPA Members
\$10.00 for NFPA affiliated members (evidence required)
\$20.00 for non-members**

Open Board Position Still Available

Have you been thinking about
becoming part of the Board?

Well the time is now!

We still have an open Board position
that we would love to see filled.

We invite you to reach out to Tracey Barnes Pa.C.P.
At MCPAvp@gmail.com for more information.



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Patricia has spent her entire career in the Legal Arena. With her specialized experience, knowledge and contacts, she is qualified (and excited) about assisting you in finding the “perfect match.”

Patricia has some interesting opportunities for you...

WELCOME NEW MEMBERS

Victoria Guarrasi —Bucks County Community College

MCPA Professional and Student members enjoy these benefits:

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

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The Law

K	R	N	O	A	Z	X	Q	J	U	F	Y
J	L	Z	U	E	I	U	C	J	V	E	B
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Y	H	P	E	S	L	S	E	E	J	N	O
C	R	E	N	F	L	Q	F	M	I	Y	L
B	Y	A	L	E	C	P	K	B	H	P	P
H	T	L	A	Y	X	L	M	S	U	B	C
G	Z	Y	F	T	Z	F	V	A	I	G	M
J	S	U	B	P	O	E	N	A	X	B	B
M	P	L	I	D	N	O	Q	D	A	X	N
C	U	D	Q	P	R	O	N	V	V	P	I

Can you solve the clues and find the words?



Passed by Congress and approved by the President, this becomes a law.

Typically, 12 people sworn to give a verdict in a legal case.

After being convicted, taking your case to a higher court.

A crime punishable by at least one year in prison.

Court-ordered command to appear in court.



*Mindy Harrell '19
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Paralegal Studies*



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JANUARY, FEBRUARY, OR MARCH?***

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RP and CRP – www.paralegals.org or Pa.C.P. – www.keystoneparalegals.org



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JANUARY

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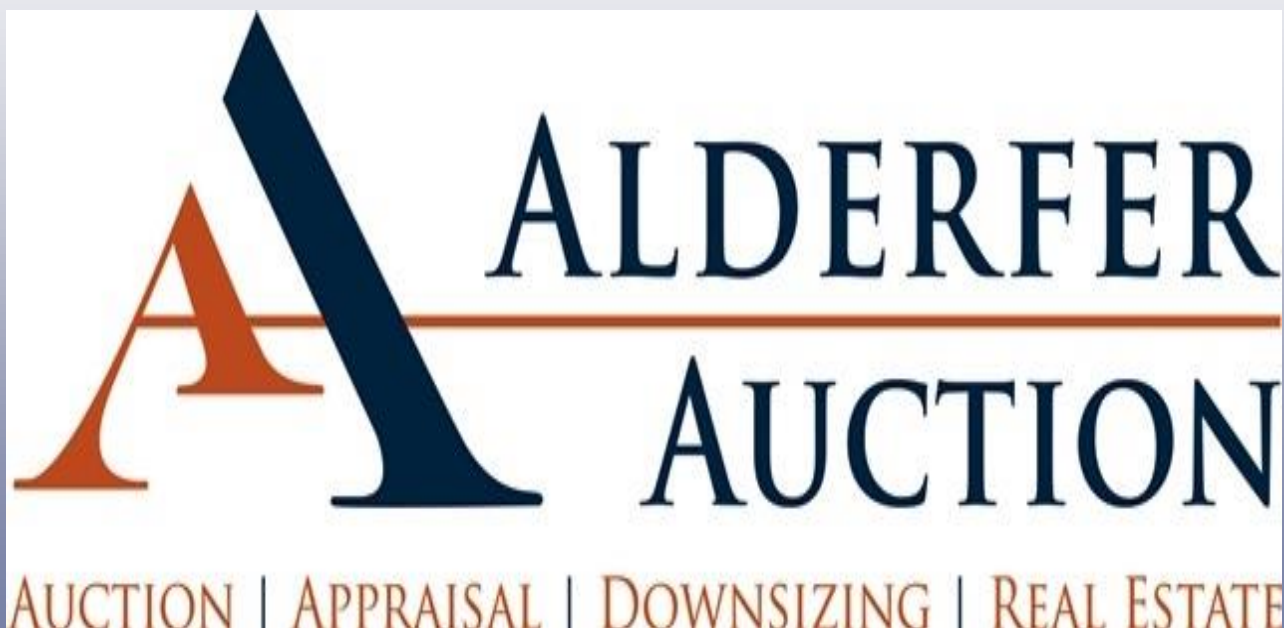
Amandina Severini

Lynn Thompson

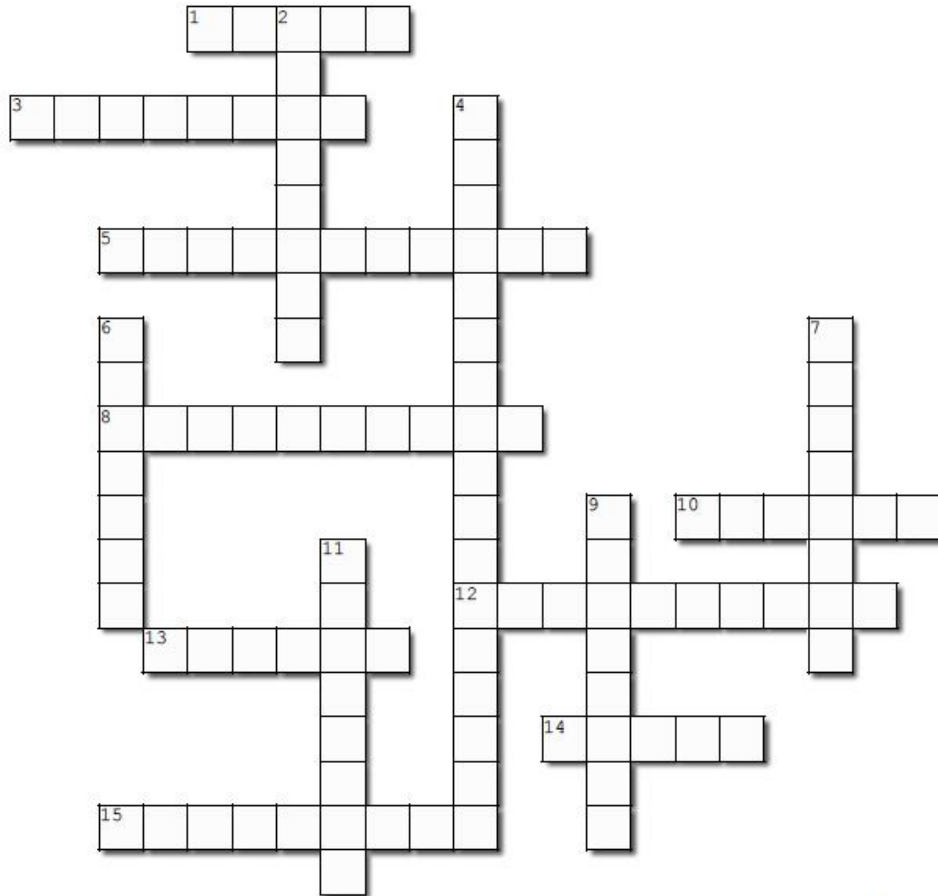
Ambre Biehl

Jennifer Kuemmerle

Kristen Hill



Test your legal knowledge



Created using the Crossword Maker on TheTeachersCorner.net

Across

1. This is a dessert (plural, -e) and the name of a first year law school class
3. This is the term for a person's permanent home, where they intend to remain indefinitely
5. You should look to this broad set of rules if you are trying to prove that a witness's testimony is untrustworthy
8. The commerce power gives Congress the ability to regulate this sort of commerce
10. This amendment protects against unreasonable searches and seizures
12. This is a person who assists or encourages the principal with the intent that the crime be committed
13. Under majority law, a person does not need to retreat before using this type of force
14. For a statement to be hearsay, it needs to be offered to prove its
15. This is a commonly used generic name for a parcel of land in a real property problem

Down

2. Evidence is _____ if it has any tendency to make a fact more or less probable than it would be without the evidence
4. This is a famous personal jurisdiction case that developed the theory of minimum contacts (2 words)
6. You might have spent one of your contracts classes debating exactly what is this sort of animal
7. "K" is a commonly used abbreviation for this term
9. The Procedural Due Process Clause prevents the government from depriving people of life, liberty, and this
11. This is a famous negligence and proximate cause case taking place at a train station, focusing on foreseeability

**SEE PAGE 15 FOR ANSWER KEY TO NOVEMBER'S
CROSSWORD PUZZLE**

How To Ace The Video Interview: Tips For Outrageous Success

The Paralegal Brief: posted December 28, 2021

By Cherie B. Estrin

Don't Make Rookie Mistakes and Blow Your Interview

It's interesting how some people think they are giving a great interview. Sometimes, it is just downright laughable.

A couple of months ago, we were searching for a new recruiter for our own organization. We interviewed a number of people but couldn't seem to find the right person. I interviewed a candidate that while I thought maybe was not quite right, should go for a second interview with our team. (Always trust your gut – it's experience that is talking.)

Fast forward to the Zoom interview with my entire team.

[Open Zoom] "I am not feeling very well today," said the candidate in her opening conversation. Somehow, I wasn't getting it. Zoom in on the video and she seemed to be sitting on her bed. Upon closer look, she was actually in bed under the covers. Our team seemed reluctant to continue the interview so we cut it short. What I didn't recognize that my team pointed out immediately, was that the candidate was not only in bed, she was in her p.j.'s....."

It would seem that everyone now knows how to Zoom. It is the primary way to communicate in the working world today. However, there isn't a day that goes by (we interview all day long) that someone doesn't have it quite right. The most important thing is that they don't get it right when video interviewing with the potential employer and don't understand why the heck they didn't get the job. Some claim age discrimination, others claim various other excuses. However, when it comes down to it, it may have been all about how you conducted the video interview.

Employers today do not tolerate anyone who cannot properly participate competently in a video interview. They just don't. Their attitude is that by now, you should be an expert in video interviewing. It is a non-negotiable requirement to get the job. That applies to all positions – let me repeat that – all positions. What inevitably happens is that the employer sees the candidate fumbling and 9 times out of 10, they cut the interview short and pass on the candidate. In particular, attorneys will not tolerate video fumbles. They just won't.

When You Need:

- Social Media Searches
- Scene/Vehicle Photos
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- Asset Searches
- Surveillance
- Process/Courier Services
- Background Checks
- Employee Terminations
- Pre-Employment Searches
- Witness Statements
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The most frustrating thing for employers is the candidate who is still futzing with the audio when the interview starts or not getting on screen at the appointed time because they are trying to figure it out. You can absolutely count on not getting the job. And I mean absolutely. If you can't handle this simple task, what else are you lacking? It's a legitimate question. You are guaranteed a very short interview along with a rejection.

"The most frustrating thing for employers is the candidate who is still futzing with the audio when the interview starts or not getting on screen quickly."

If you want to make the right impression, it is time to solidify your video interviewing skills. Right now! You will not get moved forward by being inept. It just isn't going to happen.

Here are some important tips for a successful video interview.

- ♦ Always have your resume in front of you.
- ♦ Log on at least 15 minutes ahead of schedule to make sure there are no technical difficulties. Check everything, even though you may have Zoomed a hundred times before. Things have a way of changing.

Check:

- ♦ The technology to make sure it works for you.
- ♦ The lighting to make sure the screen is not too dark or have shadows. Do not sit in front of a window as the lighting will be bad. Be sure to use a video ring. Turn out other lights and check each and every time that you look fine in the video. Check ahead of time.
- ♦ The sound and the reception. Don't wait until the interview starts and find out something technical is going haywire. Make sure you are in a quiet room with excellent cell service. Outside is not great as there is noise you cannot control.

Practice this BEFORE the interview especially if you are not confident with the video platform.

Do not appear unprepared:

- ◆ Do not tell the interviewer to hold on while you go to another place or shut the door. Turn off your other phones so nothing rings during the interview. Don't let kids or pets interrupt. Be in a quiet place and check your reception prior to the interview – each and every time. Did I tell you not to interview in an elevator?
- ◆ When you fumble with the technology, you literally knock yourself out of the running. It's unprofessional to login and try to get the audio and video going while the firm is waiting. Guaranteed a pass.

Research the firm thoroughly:

- ◆ Check the website and Google and go to LinkedIn for info on the firm and its achievements. Bring up something in the interview that shows you did your research i.e., “I saw where you won the Acme case. I was very impressed. This is the type of firm I would like to work for.”
- ◆ Look up the interviewers on LinkedIn, Google them and know something relevant to the position about them or something that you both have in common. Tie it into the interview: “I see where you went to UCLA. I did my undergrad there.” Your interviewer has a stellar background and will expect nothing but excellence.
- ◆ Be sure to show your personality, smile a lot and do not be too stiff. Statistics show that your odds of getting a job increase tremendously when you smile.

Appearance:

Be sure to suit up. A conservative “Brooks Bros or Anne Taylor” look is best.

Don't let tats show either. If you are a male, no earrings.

Be careful about your physical background. Bedrooms are not good at all (too personal). Messy backgrounds are bad as well. I once interviewed a candidate who was in her bedroom. Behind her was her dresser loaded with every conceivable piece of makeup, brushes and other personal items. It was embarrassing because I felt like it was much too personal.

On Camera:

Whether you are using FaceTime or laptop, be sure not to get too close to the screen so that all is seen is a huge face or a partial face such as your eyes or mouth only. Get a shot of your head down to your chest or waist sitting behind a desk. Make sure that you look directly into the camera and don't start looking at your picture to see how you are doing as you talk. That makes you look down or askew. Look directly into the camera. I once told this to a candidate and she said "Where's the camera?" Great. We were off to a good start....Always, always, look directly into the camera.

Make the video as though you were sitting across from the interviewer in an office looking directly at them. Make sure your background is acceptable and not messy. Watch your body language. Don't cross your arms, be open. Try and look as professional as you can. Test yourself out long before the interview.

There are pictures that you can use in Zoom that gives fake backgrounds such as beautiful offices, homes, conference rooms and more. Use those or at least blur the background. I can't tell you how many people have told me they absolutely love my Malibu residence. (I should be so lucky.)

The Interview:

Be prepared to answer questions such as why you left your last positions; what you are looking for in the future (do not say you are going to law school or have plans other than working for this particular firm), how you prepare certain assignments, and hear a little about the firm. You might be asked behavior questions such as: "How would handle two attorneys requesting due dates at the same time? Or "If you could have dinner with anyone in the world, who would that be?" (I never quite know why anyone asks this question. To check out your politics? Priorities? Smarts?)

Ask at least two questions, no more than three. Do not use the routine: "Tell me about a typical day in the life of" Show some originality. Always tie in your skills to your questions. Your answers should not run more than 2 minutes, 3 at the most.

Salary and Benefits:

Do not ask questions about salary or benefits. If you are asked about salary and went through a recruiting organization, be sure they tell you what they asked for. Your recruiter will deal with the salary negotiations. It is best that you leave that to them.



Follow-up:

Call your recruiter immediately after the interview. If you are going through a staffing organization, do not contact the firm after the interview. The firm will call the staffing agency to let them know whether they want to move forward. Your recruiter definitely needs to know how the interview went and anticipate any questions the firm may have. They are also looking for red flags. Be sure to send a thank-you email within 24 hours of the interview. I have witnessed deals made or broken based on the thank-you email.

Be sure to send a thank-you email within 24 hours of the interview. I have witnessed deals made or broken based on the thank-you email.

Continued Learning:

Here is a link to one of our most popular videos: [How to Land a Job in Coronaville](#). Listen and learn. This is your chance to get the job that meets your hopes, wants, dreams and desires. Make it easy on yourself and start getting multiple offers. ♦

EDITOR'S CORNER—WORD OF THE MONTH

Bifurcation

[splitting a trial into two parts:
a liability phase and a penalty phase]

Used in a sentence: If citizens are worried about a government having too much power, a bifurcate government would allow one branch to check the other branch.

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NOVEMBER 2021 NEWSLETTER CROSSWORD PUZZLE SOLUTION

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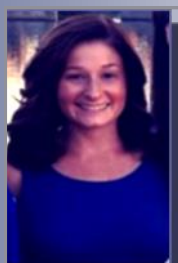
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Dana is a Litigation Paralegal at the law firm Kane Pugh Knoell Troy & Kramer, LLP. She has been a member of the Montgomery County Paralegal Association since 2013, and a board member since 2018. More recently, she has become the MCPA's Job Bank Coordinator and co-chair of the Community Outreach & Pro Bono committee.

***Tracey Barnes, Pa.C.P.—Vice President***

Dischell Bartle & Dooley P.C.
(215)362-2474
MCPAvp@gmail.com

Tracey is a Paralegal at the law firm of Dischell Bartle & Dooley P.C. in its Lansdale office. She has been an active member since the organizations inception in 1999 and has been a Board Member, Secretary, Treasurer, and President. She is currently the Keystone Alliance of Paralegal Associations Credentialing Chair. In 2017, she was appointed as the CLE-Associations Co-Coordinator for the National Federation of Paralegal Associations (NFPA).

***Trista Davis—Treasurer***

Stradley Ronon Stevens & Young, LLP
(610) 640-7960
MCPAbursar@gmail.com

Trista is an Trust and Estate Paralegal at Stradley Ronon Stevens & Young, LLP in its Malvern office. She attended Central Pennsylvania College completing the Paralegal Program and graduated in 2009. In 2014, she received her Pa.C.P. certification through the Keystone Alliance of Paralegal Association. Trista lives in Douglassville with her husband and son.

***Deborah L. Arbuckle, Pa.C.P.—Secretary***

Kaplin Stewart Meloff Reiter & Stein
(610) 941-2573
MCPAsteno@gmail.com

Deb is a Paralegal at the law firm Kaplin Stewart Meloff Reiter & Stein in its Blue Bell office. She has been a member of the Montgomery County Paralegal Association since 2003, serving as a board member from 2007 through 2011. Debbie has also co-chaired the MCPA Marketing Committee and currently co-chairs the Pro Bono and Community Outreach Committee. She has served as the primary delegate for the MCPA to the National Federation of Paralegal Associations for 10 years.

BOARD OF DIRECTORS

Noreen Messmer, Pa.C.P.



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.

Lisa Effrig Lagreca



Lisa is a Paralegal at the law firm of Dischell Bartle & Dooley P.C. in its Lansdale office. She recently graduated Summa Cum Laude from BCCC Paralegal Program and currently attends Pierce College. Lisa is a mother of four and grandmother of two. She has been a member of the MCPA since 2018 and is its newsletter editor.

Jennifer L. Echikson, Pa.C.P.



Jenn is a Family Law Paralegal at the law firm of Dischell Bartle & Dooley P.C. in its Lansdale office. She graduated from Peirce College in 2009 with a Bachelor of Science in Paralegal Studies. She became a certified paralegal through the Keystone Alliance of Paralegal Association in 2015. Jenn is on the planning and outreach committees for the MCPA and is also membership chair of the Family Law Paralegals of Pennsylvania.

Nancy Piechota, Pa.C.P.



Nancy is a Certified Paralegal at the law firm of Mannion Prior, LLP in King of Prussia. Nancy sits on the Board of Directors and also serves as Chair of the Marketing Committee. She was the past Vice President of Keystone Alliance and is the Primary Delegate to the Keystone Alliance for Montgomery County Paralegal Association. Nancy also served as the past President of the MCPA.

Karen D. Manzanares



Karen is a Law Clerk for Attorney Michelle A. Fioravanti and recently became a realtor. After graduating from

Villanova University she spent 22 years as a law clerk for the Governor's Office, Pennsylvania Department of Transportation (PennDOT) Chief Counsel in King of Prussia.

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