

# Briefly...New York



## On the Horizon

### **NALS of NY Annual Meeting**

May 2-4, 2014  
Corning Radisson Hotel  
125 Denison Pkwy. E.  
Corning, NY 14830  
(607) 962-5000

### **NALS 63<sup>rd</sup> Annual Education Conference & National Forum**

Oct. 2-4, 2014  
Crowne Plaza Houston Near Reliant-  
Medical  
8686 Kirby Drive  
Houston, TX 77054  
(713) 748-3221 or (800) 227-6963

## Our Leaders

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## Christine A. Mersand, PLS

### MESSAGE FROM THE Editor...

It's hard to believe that it's been almost 20 years since I started working in the legal field and became a member of NALS. I sat for the PLS exam on two sweltering hot days in September at a law firm in NYC in 1997 and have been a member of NALS of NY ever since (beginning as a member of NALS of Westchester which later became NALS of the Hudson Valley). During that time I have had the pleasure and the honor of having made the acquaintance of many knowledgeable, helpful, enjoyable people. At this point in my life, I have made the decision to leave the legal field and pursue other interests. This will likely be my last edition of Briefly...New York.

I would like to take this opportunity to thank all those who have been so encouraging over the years. Anytime you take on a project unfamiliar to you, there is always a degree of doubt about the outcome. Being able to produce a vehicle for keeping our members informed about upcoming events and sharing information on a wide range of topics of interest to you all has been a very satisfying experience for me. We need to be able to rely on each other for the knowledge necessary to function as contributing members of the legal field, and producing Briefly...New York has, I hope, been a step in that direction.

Wishing you all success in your careers and in your personal lives as we move forward into Springtime.

Yours,

Christine

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*"The minute you settle for less than you deserve, you get even less than you settled for."*

- Maureen Dowd, Author and NYT Columnist

2013/2014 NALS OF NEW YORK, INC.  
Executive Committee

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# PLEASE JOIN IN ON A WEEKEND OF CULTURE AND COMMARADARIE

## The First Annual

### NALS NORTHEAST EDUCATION CONFERENCE

Radisson Hotel  
Corning, NY

#### Friday, May 2, 2014

TBD Corning Museum of Glass Tour

7:00 - Social Get Together  
Steuben Bar, Radisson

#### Saturday, May 3, 2014

8:30 – 9:00 Registration/Complimentary Breakfast  
Carter Room

9:00 – 9:15 Welcome – Angela Hennessy

9:15 – 10:15 **Working as a Corporate Attorney for a Fortune 500  
Company in “Small Town USA”**

10:15 – 10:30 Morning Break  
Carter Room

10:30 – 11:30 **Social Networking Sites: How Do They Affect Business?**

11:30 – 12:00 NALS Business Discussion

12:00 – 1:00 Luncheon  
Carter Room

1:00 – 2:00 **Legal Education in the 21<sup>st</sup> Century**

2:00 – 2:15 Afternoon Break  
Carter Room

2:15 – 3:15 State Meetings

4:00 – ??? Gaffer District Tour  
Shopping  
Wine Tasting  
Dinner and a Movie

# NALS OF NEW YORK, INC.

**2014 NALS Northeast Education Conference  
to be held on May 3, 2014  
Radisson Hotel  
125 Denison Parkway E  
Corning, NY 14830**

## **REGISTRATION FORM**

NAME: \_\_\_\_\_

CERTIFICATIONS: \_\_\_\_\_PP \_\_\_\_\_PLS \_\_\_\_\_ALS

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HOME PHONE: \_\_\_\_\_ OFFICE PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Preferred E-mail Address: \_\_\_\_\_

CHAPTER NAME: \_\_\_\_\_

CHAPTER OFFICE HELD (if any): \_\_\_\_\_

AMOUNT ENCLOSED (Non-Members only): \_\_\_\_\_

Please be advised that the cost for this meeting to NALS members is \$20\*; for non-members, the costs is \$25.00\*\* and students \$10

Send Reservations to:

NALS of New York, Inc.  
Angela Hennessy, President-Elect  
c/o Corning Community College  
Business Administration and Computing  
One Academic Drive  
Corning, NY 14830

\*To be eligible, registrants must be members at the time of registration and at the time of attendance at the Annual Meeting.

\*\* Fee may be applied toward membership for new members and students.



You Can't Make More time - Use It Wisely  
from a recent edition of Administrative Professional Today

Randy Pausch, the Carnegie Mellon University professor who died of cancer at age 47, earned a devout following after delivering his "last lecture" in 2007. He later gave another lecture, this one specifically about time management.

A few of his simple, yet powerful, tips:

1. Stand while on the phone. You'll finish the call more quickly.
2. Avoid copying five people on an email when you want something done. Each will assume that one of the other four is going to do it.
3. Minimize interruptions. Turn off the "ping" alerting you to new email; or better yet, shut down email during your good working hours.
4. Do the "ugliest" thing first. Everything else will seem easier.
5. Make time for the import things, not just for time-sensitive matters. Otherwise, you will spend all your time fighting fires rather than coming up with creative, new ideas.
6. Recognize that the best reason to save time in your work is to increase time with your family.

"You can always make more money later," Pausch often said. "But you can't make more time."



## One-Minute Strategies

(from a recent edition of Administrative Professional Today)

- √ Pace yourself perfectly when leaving a voice mail. Use this trick: As you say your phone number, write it in the air with your finger. If you can't write it as quickly as your tongue wants to say it, neither can the recipient.
- √ End with action. Finish any planning memos with who will do what by when (participants, duties and deadlines). Bold key dates and email addresses.
- √ Hand-check visibility. To determine whether a PowerPoint slide will be legible when projected, presentations expert Diane DiResta suggests placing it on the floor and trying to read it while standing. For flip charts, make sure that the letters are at least three inches high.

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### A tip from the January 2014 issue of Office Manager Today:

Stop using Internet Explorer.

While the latest version has some real improvements, IE is bloated with features. Switch to Mozilla Firefox or Google Chrome: Both are speedy, free and include useful features such as bookmark syncing.



### Feds offer free toolkit to help employees plan for retirement (from the March 17, 2014 issue of The HR Weekly)

Help your employees jumpstart their retirement savings by pointing them toward a new planning toolkit prepared by the U.S. Dept. Of Labor and the Certified financial Planner Board of Standards.

Savings Fitness: A Guide to Your Money and Your Financial Future features worksheets to help new to mid-career workers manage their financial lives, including identifying short- and long-term goals, building a budget, tracking debt and determining a target retirement saving rate.

Download the toolkit free at [www.dol.gov/ebsa/pdf/savingsfitness.pdf](http://www.dol.gov/ebsa/pdf/savingsfitness.pdf).

**NALS OF NEW YORK, INC.  
PAST PRESIDENTS**

1960-1961	Ethel Gage, Deceased	Orange County
1961-1962	Marie Cognata	New York City
1962-1963	Betty Clemons	Oneida County
1963-1966	Evelyn Hodgson, Deceased	Onondaga County
1966-1969	Mary Ann (Crotty) Willets	Rensselaer County
1969-1971	Ruth Grosse, PLS, CLA	Queens County
1971-1973	Vivian Robilotto	Broome County
1973-1974	Anna Belle Webb	New York City
1974-1977	Tanya L. Reister	Broome County
1977-1979	Rose Mary Withun	Nassau County
1979-1981	Kathryn A. Long, Deceased	Rensselaer County
1981-1983	Joan I. Belsen, PLS	Suffolk County
1983-1985	Anita Cottrell, PP, PLS	Onondaga County
1985-1987	Kay Winpen	Ulster County
1987-1989	Beverly Comstock, PLS	Broome County
1989-1991	Wanita Parker, Deceased	Saratoga County
1991-1993	Clara G. Smith	Westchester County
1993-1995	Blanche D. Scharfenberg	Suffolk County
1995-1997	Dawn Santos	Orange County
1997-1999	Barbara Knoles, PP, PLS	Suffolk County
1999-2000	Mary Ann Schroder, PP, PLS	Nassau County
2000-2002	Terry Thomas	Ulster County
2002-2003	Mary Ann Schroder, PP, PLS	Nassau County
2003-2004	Mary Ann Schroder, PP, PLS	Nassau County
2004-2005	Cheryl A. Zeranti, PP, PLS	Suffolk County
2005-2006	Cheryl A. Zeranti, PP, PLS	Suffolk County
2006-2007	Diane Lynch, PP, PLS	Suffolk County
2007-2008	Denise Altruda, PLS	Suffolk County
2008-2009	Denise Altruda, PLS	Suffolk County
2009-2010	Denise Altruda, PLS	Suffolk County
2010-2011	Marion Sarcuni, PLS	New York City
2011-2012	Marion Sarcuni, PLS	New York City
2012-2013	Marion Sarcuni, PLS	New York City

**☆ AWARD OF EXCELLENCE ☆**

1995	Beverly Royce Aulman, PLS	Nassau County
1996	Anita Cottrell, PP, PLS	Onondaga County
1997	Rita Buckley	Suffolk County
1998	Florence A. Smith	Westchester County
1999	Barbara Knoles, PP, PLS	Suffolk County
2000	Terry Thomas	Ulster County
2001	Mary Ann Schroder, PP, PLS	Nassau County
2002	Cheryl A. Zeranti, PP, PLS	Suffolk County
2003	Denise Altruda, PLS	Suffolk County
2004	Diane Lynch PP, PLS	Suffolk County
2005	Antoinette B. Van Schaick, PP, PLS	Suffolk County
2006	Josephine Ramon, PLS	Nassau County
2007	Christine A. Mersand, PLS	Lower Hudson Valley
2008	Marion Sarcuni, PLS	New York City
2009	Gina Negrin, ALS	New York City
2010	Christine O'Connor, PLS	New York City
2011	Joyce Margraf (posthumously)	Suffolk County
2012	Not awarded	
2013	Not awarded	



## **EDITORIAL POLICY**

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## **☆~☆ CHANGE OF MEMBER INFORMATION ☆~☆**

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