

# Briefly...New York



## On the Horizon

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

May 14, 2011  
Baker Hostetler  
45 Rockefeller Plaza  
11<sup>th</sup> Floor  
New York, NY 10111

### **NALS Region I Conference**

Sept. 16-18, 2011  
Howard Johnson Conference Center  
155 Riverside St.  
Portland, ME 04103  
(207) 774-5861

### **NALS 60<sup>th</sup> Education Conference & National Forum**

October 12-16, 2011  
Hyatt Regency Cincinnati  
151 W. Fifth Street  
Cincinnati, OH 45202  
(513) 579-1234

## Our Leaders

### **President**

Marion Sarcuni, PLS  
msarcuni@bakerlaw.com  
mismarion@optonline.net

### **President-Elect**

TBD

### **Vice-President/Membership**

Cheryl A. Zeranti, PP, PLS  
lawcher@aol.com  
czzeranti@dhdesq.com

### **Executive Secretary**

Harriet Mathis Clary  
covenant9ave@msn.com

### **Treasurer**

Christine A. Mersand, PLS  
cmersand@hotmail.com

### **Parliamentarian**

Anita Cottrell, PP, PLS  
acottrellpls@gmail.com

### **Immed. Past President**

Denise Altruda, PLS  
denise@lskesq.com

## Christine A. Mersand PLS

### FROM THE EDITOR...

Dear Friends and Colleagues,

This edition of Briefly...NY is dedicated to spreading the word about the upcoming Annual Meeting and First Board of Directors Meeting to be held at the law offices of Baker Hostetler, 45 Rockefeller Plaza, 11<sup>th</sup> Floor, NYC, on May 14, 2011. Our intrepid President, Marion Sarcuni, PLS, has planned a comprehensive day of education and camaraderie for us all.

If you'd like to know What, the Many Names of, and Where Non-Disclosure Agreements Live, Scott Weiser, Esq., a partner of Baker, is giving a presentation on the topic of *Confidentiality/Non-Disclosure Agreements*, and Mischa Kischkum, a trainer at Reed Smith, is presenting Excel - Workbooks Demystified.

Following our meeting, there is the option of dinner and a play. It's a program that can't be beat!

Looking forward to seeing you at the meeting,

Christine

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*"You can accomplish by kindness what you cannot by force."*

~Publilius Syrus,  
writing in ancient Rome,  
c. 1<sup>st</sup> centry BC

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# NALS OF NEW YORK, INC.



Office of the Executive Secretary  
Harriet Mathis Clary  
42 Pine Street, Apt. 7G  
Yonkers, New York 10101

April 8, 2011

## NOTICE OF MEETING

TO: MEMBERS OF THE BOARD OF DIRECTORS  
CHAPTER PRESIDENTS  
MEMBERS-AT-LARGE  
PAST PRESIDENTS

Pursuant to the Bylaws of NALS of NEW YORK. INC., you and each of you are hereby called to attend the ANNUAL MEETING and FIRST BOARD OF DIRECTORS MEETING to be held on Saturday, May 14, 2011, at the law offices of Baker Hostetler, 45 Rockefeller Plaza, 11<sup>th</sup> Floor, New York, New York 10111, and to notify chapter members of said meetings.

MAY 14, 2011 ANNUAL MEETING and FIRST BOARD OF DIRECTORS MEETING of NALS OF NEW YORK, INC. will be held at the law offices of Baker Hostetler, 45 Rockefeller Plaza, 11<sup>th</sup> Floor, New York New York 10111

RESERVATION INFORMATION See the attached information regarding the schedule and activities planned.

RESERVATION DEADLINE May 1, 2011

SEND RESERVATIONS TO Harriet Mathis Clary  
42 Pine Street, Apt. 7G  
Yonkers, NY 10101

MAKE CHECKS PAYABLE TO **No fee for members for attendance at this meeting**

**INSTRUCTIONS**

**Chapters:** Please sign and forward the enclosed Certification of Delegate and Alternate to Annual Meeting to:

**Two copies to:**

Harriet Mathis Clary, Executive Secretary  
42 Pine Street, Apt. 7G  
Yonkers, NY 10101

**One copy to:**

Christine Mersand, Treasurer  
NALS of New York, Inc.  
P.O. Box 362  
Pawling, NY 12564

**DIRECTORS:** Please sign and forward the enclosed Director Pro Tem form with your Chapter's check in the amount of \$10 payable to NALS OF NEW YORK, INC. to:

Harriet Mathis Clary, Executive Secretary  
42 Pine Street, Apt. 7G  
Yonkers, NY 10101

The Director Pro Tem form must be received **NO LATER THAN MAY 1, 2011**  
**Any member of NALS OF NEW YORK, INC.,** (except for NALS OF NEW YORK Executive Committee) may be designated as your Chapter's Director Pro Tem. **PLEASE BE SURE TO NOTIFY** the person you designate as your Director Pro Tem to be sure that he/she is willing to serve.

By payment of your \$10 appointment fee, your Chapter will be represented at the meeting, in the event that both your Director and your Director Pro Tem are unable to attend.

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## **REPORTS**

### **ELECTED AND APPOINTED STATE OFFICERS AND COMMITTEE CHAIRPERSON**

Please prepare a written report of your committee activities. Submit your typewritten report to:

MARION SARCUNI, PLS  
President NALS of New York, Inc.  
c/o Baker Hostetler  
45 Rockefeller Plaza  
New York, NY 10111

**DEADLINE:** REPORTS RECEIVED AFTER MAY 1, 2011, will not be included in the printed packet of reports and it will be necessary for you to bring 25 copies of your report to the meeting. The only oral reports which will be given are those upon which business will be transacted. All Chairperson Report Packets will be distributed at the Registration Table for attendees.

**NALS OF NEW YORK, INC.  
DIRECTOR PRO TEM AND APPOINTED ALTERNATE DIRECTOR**

I DO CERTIFY that at a meeting of the \_\_\_\_\_ held on \_\_\_\_\_ 2011, that \_\_\_\_\_ was named Director Pro Tem to represent the undersigned at the NALS of New York, Inc. Board of Directors meeting to be held on May 14, 2011 at the law offices of Baker Hostetler, 45 Rockefeller Plaza, New York, New York 10111, with full power and substitution, to vote with the same force and effect as the undersigned at said meeting, and any adjournments thereof, upon such matters as may properly come before the meeting.

Dated: \_\_\_\_\_  
At: \_\_\_\_\_, New York  
Director: \_\_\_\_\_  
(Signature)

Address: \_\_\_\_\_  
\_\_\_\_\_

**NOTE:** The Director Pro Tem may be any member in good standing of NALS OF NEW YORK, INC., but may not be a member of the NALS OF NEW YORK, INC. Executive Committee.

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Pursuant to Article IX, Section 3 of the Standing Rules, if your chapter's Director and/or Director Pro Tem cannot attend the meeting, and upon payment of the \$10 Appointment Fee, the State Association will appoint an APPOINTED ALTERNATE DIRECTOR to sit at the meeting and vote for your Chapter. Said fee is refunded if the appointment is made to a member of your chapter who acts as appointed alternate governor or if no appointment is made (i.e., the Director or Director Pro Tem is seated).

**MAKE CHECKS PAYABLE TO:**

NALS OF NEW YORK INC.  
DEADLINE: May 1, 2011

**PLEASE RETURN THIS SIGNED FORM TOGETHER WITH A \$10 APPOINTMENT FEE TO:**

Harriet Mathis Clary  
NALS of New York, Inc. Executive Secretary  
42 Pine Street, Apt. 7G  
Yonkers, NY 10101

**CERTIFICATION OF DELEGATE AND ALTERNATE TO ANNUAL MEETING**

Pursuant to Article V Section 5 of the Bylaws and Article IX Section 1(a)1 of the Standing Rules of NALS of New York, Inc., each chapter shall elect one delegate and one alternate not later than forty-five (45) days prior to the Annual Meeting to be held on May 14, 2011.

Pursuant to Article IX Section 1(a)4 of the Standing Rules, certification of such election shall be made on this form not later than ten (10) days following said election by forwarding said form in duplicate to the Executive Secretary and a copy to the State Treasurer.

Pursuant to Article IX Section 1(a)4 of the Standing Rules, those chapters not timely certifying delegates and alternates shall have NO vote.

The undersigned, Secretary of \_\_\_\_\_, hereby certifies that at a regular monthly meeting held by the members on the \_\_\_\_ day of \_\_\_\_\_, 2011, the following were duly elected to represent this chapter at the Annual Meeting of NALS of New York, Inc. to be held on May 14, 2011.

**DELEGATE**

**ADDRESS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DELEGATE**

**ADDRESS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The delegate must be a member in good standing of the chapter for the year in which elected. The alternate may be a member in good standing of any local chapter of NALS of New York, Inc. for the year in which elected.

Two copies to Executive Secretary of  
NALS of New York, Inc.  
Harriet Mathis Clary  
42 Pine Street, Apt. 7G  
Yonkers, NY 10101

One copy to Treasurer of  
NALS of New York, Inc.  
Christine A. Mersand, PLS  
P.O. Box 362  
Pawling, NY 12564

## **NALS OF NEW YORK, INC.**

### **VOTING INSTRUCTIONS**

The following voting instructions are in accordance with our Bylaws and Robert's Rules of Order, Newly Revised.

The voting body shall consist of the elected Officers and the Director of each Chapter or their duly appointed pro Tem at a Board of Directors Meeting.

A majority of the voting body present shall constitute a quorum.

A caucus may be requested by any member of the voting body. Said caucus shall be no more than five (5) minutes.

Privilege of the floor shall be granted to all members and any member may offer a motion, resolution or nomination. Any member may second a motion. The maker of the motion shall rise, address the Chair giving name and chapter.

Speakers shall not be permitted to speak more than twice on any one subject and not for more than five (5) minutes each time, except on request of the Chair. No member shall speak the second time on a pending question as long as any member who has not spoken on that question claims the floor. Debate shall be limited by the Chair.

No motion or amendment may be considered until it has been presented to the Chair on the prescribed motion form of NALS OF NEW YORK, INC.

The vote of any Director or Board Member may be changed prior to the announcement of the result by the Chair.

# NALS OF NEW YORK, INC.

**2011 ANNUAL MEETING  
to be held on May 14, 2011  
at the offices of  
BAKER HOSTETLER  
45 Rockefeller Plaza,  
New York, New York 10111**

## 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 there is no cost for this meeting to NALS members. \* For non-members, the costs are as follows:*

*\$15.00 regular\*\**

*\$ 7.50 students \*\**

**Send Reservations May 1, 2011 to**

NALS of New York, Inc., Treasurer  
Christine A. Mersand, PLS  
P.O. Box 362  
Pawling, NY 12564

\*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.

**2011 ANNUAL/FIRST BOARD MEETING  
SCHEDULE OF EVENTS**

9:30 – 10:30 A.M.	Registration and Breakfast
10:30 A.M. – 11:30 A.M.	Guest Speaker: Scott R. Weiser, Esq. <i>Confidentiality Agreements</i> Corporate Attorney Baker & Hostetler LLP
11:30 – Noon	Break
Noon – 1:30 P.M.	Presentation: Mischa Kischkum “Excel – Workbooks Demystified”
1:30 P.M. – 2:30 P.M.	Lunch
2:30 P.M.	Meetings – including Annual Meeting, Installation of Officers, First Board of Directors Meeting
5:30 P.M. – Dinner	Pasta Lovers 142 West 49th Street New York, NY 10019 212 819 1155  Salad Filetto del Sole Francaise Chicken Parmegiana Penne ala Vodka Angel Hair Bolognese Soft drinks/Coffee or Tea  Tiramisu  \$30 per person (including tax & tip)
8:00 P.M.	We are negotiating prices for Billy Elliott** (We will give you the best price available)

\*\* Payment must be received by May 6, 2011. Send your check payable to NALS of New York to the attention of Marion Sarcuni, Baker Hostetler LLP, 45 Rockefeller Plaza, New York, NY 10103  
Please include your email address.