

# PLEADINGS

Issue No. 348

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October 2020

## PLANNING FOR A RETURN TO WORK

It's complicated enough for a business owner to navigate the historic economic fallout and volatility of this pandemic.

Persevering through crisis with a staff that feels anxious—if not overwhelmed—by the risks of returning to work can make the challenges of maintaining safety procedures or cash flow seem all the more daunting.

Just ask Cassie Sampson. Her East Village Spa in downtown Des Moines, Iowa, shut down for three months. Offering massage therapy and other personal care is tricky in a pandemic. So Sampson reopened with her staff of 20 divided into two distinct shifts to reduce the possibility of an outbreak.

“It's constant stress at work. Will our customers treat my employees with respect? Will they wear their masks? Will my employees get sick?”

Kimberly Miller, director of employee relations for Principal®, has helped sort through many of these types of concerns for a global workforce of 17,000. Ideas to promote a smooth and safe return to work can apply to companies of every size.

“As a business owner you're always planning ahead with your finances, right?” Miller says. “Do the same with your people.”

Like so many business owners, Sampson says she has learned to focus on what she can control. As the pandemic lingers, here are ways you can help your employees do the same:

1. Prioritize clarity and caution. Stay proactive to keep employees informed about the safety logistics of returning to work.

If you haven't already, assemble a plan for many of the

practical considerations of how to reopen your retail floor or office. Keep those plans up to date and explain every incremental step to employees. For instance, the Centers for Disease Control and Prevention (CDC) recently updated its guidance to say that those with mild or moderate COVID-19 infections should isolate for 10 days—down from the initial recommendation of 14 days. Virginia in July became the first state to implement specific (albeit temporary) safety mandates and penalties for employers to help reduce the spread of the coronavirus, building on guidelines from the CDC and the Occupational Safety and Health Administration (OSHA).

“Employees should know and trust that their health is your first priority, and you're doing everything necessary to keep them safe,” Miller says.

Effective communication in a crisis may pay dividends in a

less anxious (and more productive) workplace.

2. Closely monitor how employees feel about returning to work and promptly respond to their various (or evolving) concerns.

Whether you operate with a staff of a few or dozens, you may need to juggle differing employee views on the timeline or safety precautions of returning to work. A simple online survey, for instance, might reveal divided sentiment on wearing face masks. (OSHA “generally recommends” that employers encourage workers to wear masks.)

The bottom line is that employees should feel their concerns are heard and taken seriously—even if they won’t agree with every workplace policy.

“Show appreciation to workers who are coming back by really supporting them,” Miller says. “They should never have to ask for wipes or masks or those kinds of things.”

3. Recognize when employees require expertise beyond what you can provide.

The term “reentry anxiety” has been popularized as shorthand for the dread employees may feel about returning to work in a pandemic. They even may struggle with mental health or other challenges exacerbated by the tumultuous year. Even if your business lacks a formal employee assistance program, you may be able to help connect

them to professionals through government resources.

“A business owner shouldn’t be getting in the middle of an employee’s clinical depression, or a similar serious issue requiring professional counseling,” Miller says. “Instead, help get them to the right resources.”

4. Be honest and transparent about what you can and can’t provide and treat your employees as partners in coping with new ways of working.

Whether a return to the workplace or its opposite—an expansion of remote work—clearly explain that though you can’t provide everything on their wish list to help cope, you’ll do your best to make them comfortable.

“It’s a partnership,” Miller says. “Tell your employees, ‘Here’s what I’m asking you to bring to the table, and here’s what I’m going to provide as well.’”

A remote-work employee may find value in eliminating the commute and some of its related everyday expenses. Your business may support that by providing some essential technology at home—without paying for the family wi-fi or the duplication of every amenity available in the office.

Your effort to be fair should help maintain employees’ respect for your leadership and overall team morale.

Business leaders who keep their obvious concern for their employees at the heart of

return-to-work decisions during the pandemic should find it easier to temper staff anxiety and encourage a healthier workplace, Miller says.

“Put effort into a plan, show your employees you care, and think ahead about what their questions will be,” she says.

*Principal Securities Newsletter  
October 2020*

## **NALS OF GREATER KALAMAZOO BOARD OF DIRECTORS**

### **September 1, 2020**

The September 1, 2020, board meeting was held via ZOOM. Board meeting minutes and the treasurer’s report were tabled. Committee reports were given and matters discussed. Discussion of submission of corporate annual report. NALS of Michigan is sponsoring a T-shirt design contest. Discussion about having our chapter submit a design. RADA Cutlery fundraiser ongoing. Happy hour/scavenger hunt on September 18. Next Board meeting scheduled for October 6, 2020, at 6 p.m. via ZOOM.

### **October 6, 2020**

The October 6, 2020, board meeting was held via ZOOM. Board meeting minutes were tabled. Treasurer’s report was approved subject to audit. Committee reports were given and matters discussed. Membership meeting/drive set for October 27, 2020, in person or by ZOOM. The next Board meeting is scheduled for Tuesday, November 3, 2020 at 6 p.m. via ZOOM.

# NALS OF GREATER KALAMAZOO *KOEZE NUTS FUNDRAISER*

Again this year, we will be selling Koeze Nuts as our fundraiser for the Jo Spaulding Memorial Scholarship Fund.

Last year, we made over \$4,000 for the scholarship fund.

We want to fund as many scholarships as possible,  
*So we need to sell, sell, sell Koeze Nuts!*



**REMEMBER: THESE MAKE GREAT CLIENT GIFTS!**

*We will be ordering again from the Koeze catalog.*

The preprinted items shown on the order form are those for which we see the most demand: cashews, mixed nuts, and puddles.

***Due to this year's special circumstances with COVID, etc., we will NOT be keeping any product "in stock" as we have in the past.***

***We will pick up product only for which we have specific orders.***

***Therefore, you MUST place an order to get the product you want.***

Item pricing is as shown in the catalog. **However, we will offer a discount based on order totals.** For orders from \$25 to \$50, you can deduct 10% from the order total; for orders over \$50, deduct 15%. See the order form.

We will be picking up an order for delivery prior to Thanksgiving.

We will need this order **confirmed and paid by 5:00 on Tuesday, November 10, 2020, for delivery prior to Thanksgiving.**

***The final deadline for orders is 5:00 p.m., Tuesday, December 8,***  
in order to have everything delivered by Christmas.

**Note:** For a minimum order of 12 units, Koeze will ship direct for you!

You can even furnish cards, and Koeze will insert them into the box!

We would be happy to forward your cards and mailing list for you.

***The Christmas shipping/ mailing list deadline is November 9.***

See the catalog for more details.

Specialized logo nut decanters are also available for order; minimum 48 of one size.

***Deadline is November 2.*** See the catalog for more details.

***Order forms and catalogs will be distributed during October.***

Call Nancy Thomas at 381-7030 with any questions or via email,  
thomasn@millercanfield.com

# KOEZE NUT SALE SPONSORED BY NALS OF GREATER KALAMAZOO 2020 ORDER FORM



Name: \_\_\_\_\_  
 Delivery Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Needed by (date): \_\_\_\_\_

**Order By Catalog Item**

Product	Item No.	Page No.	Price	Quantity	Total
<b>Cashews:</b>					
Large Decanter, 30 oz	32955	2	49.95		
Medium Decanter, 20 oz	32954	2	35.25		
Gift Tin, 14 oz	31262	2	26.25		
Gift Box, 10 oz	32918	2	19.95		
<b>Classic Mixed Nuts:</b>					
Large Decanter, 30 oz	32953	15	47.95		
Medium Decanter, 20 oz	32952	15	33.50		
Gift Tin, 14 oz	31263	15	24.25		
Gift Box, 10 oz	32909	15	18.50		
<b>Pecan Turtles (Milk Chocolate)</b>					
Decanter, 19.5 oz	44049	7	45.95		
Gold Box, 8 oz	32860	7	19.95		
<b>Other Products:</b>					
<b>ORDER TOTAL:</b>					<b>\$</b>
<b>DISCOUNTS FOR ORDER TOTALS:</b>					
<b>\$25.00 to \$50.00</b>		<b>Deduct 10%</b>		-	
<b>Over \$50.01</b>		<b>Deduct 15%</b>		-	
<b>FINAL ORDER TOTAL:</b>					<b>\$</b>

**Note:** All items in the catalog are available for order. **NOTE:** Unlike we have done in the past, we will NOT be keeping any product "in stock." Also available: Special logo decanters (11/02/20 deadline) and direct shipping (11/09/20 deadline for Christmas delivery). Call Nancy at 381-7030 x 5826 for more details.

Orders will be called in beginning November 10, 2020. **The final deadline for orders is 5:00 p.m., Tuesday, December 8, 2020.** Orders will be available approximately 7 to 10 days after orders are turned in. We will make arrangements to get your orders to you. Proceeds from the sale go to the Jo Spaulding Memorial Scholarship Fund.

**RETURN WITH CHECK PAYABLE TO NALS OF GREATER KALAMAZOO TO:**

**NANCY THOMAS**  
 Miller, Canfield, Paddock and Stone  
 277 South Rose Street, Suite 5000, Kalamazoo, Michigan 49007  
 Phone: 269-381-7030 x 5826; Fax: 269-382-0244; E-mail: thomasn@millercanfield.com

**REMEMBER: FINAL ORDER DEADLINE IS 5:00 P.M. ON DECEMBER 8, 2020.**

# NALS OF MICHIGAN

CALLING NALS OF MICHIGAN  
MEMBERS AND CHAPTERS



# Design A T-Shirt Contest

September 11, 2020 - October 31, 2020





# Contest Rules

**DEADLINE: OCTOBER 31, 2020**

- Shirt design must reflect NALS of 2020
- Shirt design must be creative
- Shirt design must be submitted to Rashonda via e-mail by 11:59 P.M. on October 31, 2020
- All NALS of Michigan members will cast a vote for the best T-Shirt Design (more info will follow)
- The Winner (Chapter or Individual) will receive creative bragging rights and spotlight in "Legal Bytes"
- The Winning Design will be the face of our 2020 - 2021 Fundraiser Campaign



*Introducing*

# NALS Company Memberships!

- a 20% savings off individual membership

NALS membership keeps legal professionals up to date on the tools, skills and resources to adapt and grow. As valuable as this is to an individual member it is even more important for your company's team. Introducing NALS company memberships!

The Company Member would select the applicable State and Local Chapters and those would be the Chapters each covered Individual would join

*The Individuals may join additional Chapters at their own discretion, and the Individual would be responsible for those dues.*

Company Memberships would be owned by the company. In the case of staffing changes, the company will decide whether to let the individual keep the membership or transfer the membership to another individual.

Company Memberships are tiered, based on the number of Individual Members within the company:

- Up to 5                    \$520                    + applicable State/Local Chapter Dues
- Up to 10                    \$1,040                    + applicable State/Local Chapter Dues
- Up to 15                    \$1,560                    + applicable State/Local Chapter Dues
- Up to 20                    \$2,080                    + applicable State/Local Chapter Dues
- Increments increase by 5, which equals an additional \$520 due for each increment.

*The company administrator may add or change Individuals to the Company Membership at any point. If the addition would require the Company to move up a tier, the administrator will need to contact the NALS office to pay the cost for the increase before they are enabled to make the additions.*

Interested in creating a company membership? Contact the NALS office at [membership@nals.org](mailto:membership@nals.org) or 918.582.5188.

**NALS of Greater Kalamazoo  
2020-2021 Calendar**

<b>Date</b>	<b>Event</b>	<b>Time</b>	<b>Location</b>	<b>Speaker (if applicable)</b>
06/09/20	Board Meeting	6:00 pm	Via Zoom	N/A
June 2020	Membership Meeting	N/A	N/A	N/A
07/04/20	Board Meeting	6:00 pm	Via Zoom	N/A
July 2020	Membership Meeting	N/A	N/A	N/A
08/04/20	Board Meeting	6:00 pm	Via Zoom	N/A
08/25/20	Membership Meeting	6:00 pm	Via Zoom – Approval of Budget	N/A
09/01/20	Board Meeting	6:00 pm	Via Zoom	N/A
Sept. 2020	Membership Meeting	N/A	N/A	N/A
9/25/20 to 9/26/20	National Conference Virtual			
10/06/20	Board Meeting	6:00 pm	Via Zoom	N/A
10/27/20*	Membership Meeting	5:30 pm	Park Club	
11/03/20	Board Meeting	6:00 pm	Via Zoom	N/A
11/17/20*	Membership Meeting	5:30 pm	TBD	
12/01/20	Board Meeting	6:00 pm	Via Zoom	N/A
12/15/20*	Membership Meeting	5:30 pm	TBD	
01/05/21	Board Meeting	6:00 pm	Via Zoom	N/A
01/26/21*	Membership Meeting	5:30 pm	TBD	
02/02/21	Board Meeting	6:00 pm	Via Zoom	N/A
02/23/21*	Membership Meeting	5:30 pm	TBD	
03/02/21	Board Meeting	6:00 pm	Via Zoom	N/A
03/23/21*	Membership Meeting	5:30 pm	TBD	
04/06/21	Board Meeting	6:00 pm	Via Zoom	N/A
04/23/21-04/24/21*	NALS of Michigan Annual Meeting Hilton Garden Inn – Lansing, MI			
04/27/21*	Membership Meeting / Installation of Officers	5:30 pm	TBD	

NOTE: The board meetings are typically held on the 1<sup>st</sup> Tuesday of the month and the membership meetings are typically held on the 4<sup>th</sup> Tuesday of the month. However, due to some of those dates falling near a holiday or a state/national conference, I have adjusted them to a week earlier or a week later depending on the situation. (Newsletter for November/December would be combined and sent out approx. 11/11/19 with invitation for both the November and December meetings.)

\* If permitted (COVID-19)

**NALS OF GREATER KALAMAZOO TREASURER'S REPORT**

**August 1, 2020 thru August 31, 2020**

**Fifth Third Bank General Checking Account**

**Balance on Last Treasurer's Report** **\$ \$4,211.79**

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<u>Check No.</u>	<u>Date</u>	<u>Disbursement</u>	
3484	8/18/2020	Cathey Zachery (reimbursement for Website)	750.80

**Total Disbursements**

**Total Balance After Disbursements.....** **\$3460.99**

<u>Date</u>	<u>Deposits</u>	
8/14/2020	NALS INC of Payments NALS Greater Kalamazoo	8/14/20 30.00
8/31/202	Deposit	16.45

**Total Deposits**

**Ending Account Balance** **\$3507.44**

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**Fifth Third Bank Savings Account – Scholarship**

**Beginning Balance** **\$ 9,540.30**

<u>Date</u>	<u>Transaction</u>	
07/31/2020	Interest	\$ .08

**Total Transactions** **\$ .08**

**Ending Balance** **\$ 9543.38**

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**NALS OF GREATER KALAMAZOO TREASURER'S REPORT**

**September 1, 2020 thru September 30, 2020**

**Fifth Third Bank General Checking Account**

**Balance on Last Treasurer's Report** **\$ 3507.44**

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<u>Check No.</u>	<u>Date</u>	<u>Disbursement</u>	
3485	9/15/2020	Tami Carl (for NALS 2020 Conference)	99.00
3486	9/15/2020	Jennifer Robinson (for NALS 2020 Conference)	99.00

**Total Disbursements**

**Total Balance After Disbursements.....** **\$3309.44**

**Date**      **Deposits**

**Total Deposits**

**Ending Account Balance** **\$3309.44**

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**Fifth Third Bank Savings Account – Scholarship**

**Beginning Balance** **\$ 9540.38**

<u>Date</u>	<u>Transaction</u>	
09/30/2020	Interest	\$ .08

**Total Transactions** **\$ .08**

**Ending Balance** **\$ 9540.46**

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**2020-2021 Chapter Committees**  
**(some committees are required by our bylaws; some will be special committees appointed at the request of the President)**

<b><u>COMMITTEE</u></b>	<b><u>VOLUNTEERS</u></b>
<b><u>Audit:</u></b> Three volunteers are needed to review and conduct an audit of the chapter's financial records for FY 2020-2021. This usually takes place after work one evening during the month of June. It will require approximately 2-3 hours of your time and pizza is provided!	
<b><u>Certification/Education:</u></b> This committee provides members with information about the NALS ALP, PLS/CLP, and PP exams, and assists with coordinating a study program for those preparing to take the exams.	Kathleen E. Hutchins, PLS
<b><u>Education/Programs:</u></b> This committee assists with planning and coordinating educational opportunities for our chapter with a view toward assisting members to become better legal professionals. This committee will also provide information to members with regard to other NALS educational opportunities. The chair prints the educational certificates for the meetings.	
<b><u>Employment:</u></b> This committee shall be responsible for compiling and maintaining a list of legal professionals looking for work and a list of law firms looking for employees, and distributing such information as requested.	
<b><u>History:</u></b> This committee shall maintain a record of the meetings and events of the chapter and make the most recent photo album and/or scrapbook available at each meeting.	
<b><u>Holiday Charity:</u></b> This committee assists in selecting a holiday charity and helps coordinate the activity.	
<b><u>Member of the Year:</u></b> This committee shall prepare and publish a Member of the Year nomination form in the <i>Pleadings</i> each year, and arrange for selection of the winner. The chair of this committee shall present the award to the most qualified candidate at a monthly meeting to be designated by the committee.	
<b><u>Membership Committee.</u></b> Welcomes new members to meetings; sends out new member packets to interested individuals; presents certificates and pins to new members, and more.	
<b><u>New Member Orientation.</u></b> Follow up with new members with regard to their expectations, ask for feedback, and reconfirm what they are looking for from NALS. Write a new member column for the Newsletter.	
<b><u>Newsletter:</u></b> This committee shall be responsible for compiling and editing information for the <i>Pleadings</i> each month.	

Note: all officers and committee chairs are part of the Executive Committee and are invited to attend all Board Meetings.

<u>COMMITTEE</u>	<u>VOLUNTEERS</u>
<b><u>Nominations:</u></b> Three volunteers are needed for this committee. Selected at January membership meeting. This committee shall be responsible for seeking and accepting qualified nominations for elective offices in the spring of 2021 and presenting its report and slate of officers for vote in March of 2021.	
<b><u>Programs and Speakers:</u></b> This committee shall plan the monthly programs and secure speakers for the FY 2020-2021 general membership meetings.	
<b><u>Public Relations/Marketing:</u></b> This committee shall be responsible for public relations and marketing as shall be deemed necessary and/or as requested by the Board of Directors.	
<b><u>Reservations:</u></b> This committee shall be responsible for selecting the location of the general membership meetings, collecting the reservations for those meetings, and preparing the reservations/notice forms for advertisement in the <i>Pleadings</i> each month, notifying the members of the place and time of the meetings.	
<b><u>Scholarship:</u></b> This committee shall be responsible for contacting educational institutions, distributing applications for the Jo Spaulding Memorial Scholarship, selecting the winner(s), and presenting the award.	
<b><u>Summer Outing/Social:</u></b> This committee shall plan the chapter's summer outing and other social activities. In the past we have attended the Barn Theatre as a group, we held wine and cheese tasting events, and more. All ideas are good ideas.	
<b><u>Ways and Means:</u></b> This committee shall be responsible for fundraising for the chapter. In FY 2020-2021, there were a variety of different fundraisers, including: (i) attorney directory sales, (ii) Koeze nut sales, (iii) Kalamazoo Speedway raffle, (iv) monthly meeting raffles, (v) Rada Cutlery fundraiser. Other ideas are open for consideration.	(i) Kim Snow, PP, PLS (ii) Nancy Thomas, PLS (iii) Kim Snow, PP, PLS (iv) Nancy Thomas, PLS (v) Paula Steffey, PP, CLP-SC, CWCP
<b><u>Website and Technology.</u></b> This committee maintains and updates the chapter's website and Facebook account as needed.	Cathy Zackery, CLP Andrea Kardatzke
<b><u>Welcome Committee.</u></b> Greets and welcomes members at all meetings and NALS functions and helps make members feel welcome. Comes up with ideas to keep members engaged.	Cathy Zackery, CLP Andrea Kardatzke
<b><u>Service Projects/Community Giveback.</u></b> This committee shall be responsible for organizing two hands on activities/opportunities a year.	
<b><u>Court Observance Day.</u></b>	
<b><u>Mentor Program:</u></b> Mentor a new NALS member. Must be a NALS Member in good standing, actively participates and supports NALS of Greater Kalamazoo, and willing to commit to the mentor program.	Cathy Zackery, CLP

**NALS of Greater Kalamazoo**  
**October 27, 2020**  
**Monthly Membership Meeting & Membership Drive**

**Tuesday, October 27, 2020 at 6:00 p.m.**  
Park Club  
(219 W South St., Kalamazoo, MI 49007; Phone 269.381.0876)  
(Also, via Zoom)



**AGENDA**

5:30 p.m. – Networking  
6:00 p.m. – Hors D' Oeuvres  
6:30 p.m. – SHORT chapter business meeting  
6:45 p.m. – Games & Membership Awards, & Prizes!



**COMPLEMENTARY HORS D' OEVRES**

*Cheese Board, Fresh Vegetable Crudités and Dip,  
Hummus and Pita, Smoked Turkey Mini Sandwiches, and Salad*



*Halloween Candy Bar!*

*Celebratory cupcakes!*

*Alcoholic drinks are also available -- at your cost.*

**RESERVATION PROCEDURE**

E-mail your reservation to Cathy Zackery, at [Cathy.Zackery@gmail.com](mailto:Cathy.Zackery@gmail.com) or text 269-599-6281  
**no later than 5:00 p.m. on Friday, October 23, 2020** to reserve your spot.

**Please note we are limited to 20 people!**

## 2020 - 2021 Officers

Cathy A. Zackery, CLP, President  
Phone: 599-6281; cathy.zackery@gmail.com

Andrea Kardatzke, Vice President  
andreanixonparalegal@gmail.com

Kim Snow, PP, PLS, Recording Secretary  
Phone: 388-6060; ksnowpls@aol.com

Samantha Wilder, Corresponding Secretary  
Phone: 870-5329; sgwilder22@yahoo.com

Toni Gaskell, Treasurer  
Phone: 553-1429; tgaskell@lewisreedallen.com

Nancy Thomas, PLS, Director  
Phone: 381-7030; thomasn@millercanfield.com

Paula Steffey, PP-SC, CLP, CWCP  
Immediate Past President  
Phone: 377-9341; westernmom40@gmail.com

Nancy Thomas, PLS, Parliamentarian  
Phone: 381-7030; thomasn@millercanfield.com

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Nancy Thomas, PLS, *Pleadings* Editor  
Phone: 381-7030; thomasn@millercanfield.com

## CALENDAR

Next Board Meeting  
Tuesday, November 3, 2020  
6:00 p.m.  
via ZOOM

Next General Membership Meeting  
October 27, 2020  
5:30 p.m.  
Park Club and via ZOOM

NALS of Michigan Fall CLE Webinars  
11/04/20 - 12:10 p.m.: Domestic Law  
11/19/20 - 12:10 p.m.: NOM Book Club  
Watch for more information coming soon!



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**NALS of Greater Kalamazoo**  
**P.O. Box 50221**  
**Kalamazoo MI 49005**