

THE DAILY RECORD

WESTERN NEW YORK'S SOURCE FOR LAW, REAL ESTATE, FINANCE AND GENERAL INTELLIGENCE SINCE 1908

Paralegal PERSPECTIVES

Annual meeting in May and future events

The Paralegal Association of Rochester, Inc. (PAR) is in the middle of its membership renewal drive. The renewal forms were mailed the last week in March to our current members to renew by the end of April. It is important that our voting members renew by April 27 as that is the record date for the voting members to be eligible to vote at our Annual Meeting.

Our Annual Meeting this year is Thursday, May 12, at Grinnell's Restaurant located at 1696 Monroe Avenue from 5 to 8:30 p.m. The elections for our 2016-2017 officers and directors will be held. We will also be presenting the Paralegal of the Year award to a voting member of PAR who is being recognized for his or her achievements.

PAR hosted a seminar titled Cultivating



By **DINA BEAUDETTE**
Daily Record
Columnist

Courtesy: One Email at a Time, presented by Lesley Diaz on March 23 at The Powers Building in downtown Rochester. This seminar provided information regarding email etiquette. Diaz explained how communication online is not that different than communicating off-line. When it comes to work related emails, be professional, efficient and respectful. Diaz provided her Top 10 tips when emailing:

Work-related emails should be warmly professional; 2. Part of being professional

is being efficient with your time and theirs; 3. Be prompt and thoughtful in your reply; 4. Don't react, *respond*; 5. Don't use email as an excuse to avoid a conversation; 6. Email is no good as a substitute for dialogue; 7. Be careful with humor – email doesn't transmit non-verbal information at all well, even with smiley faces; 8. Is this information yours to share? 9. Would you be happy to receive this email yourself? 10. You can only make one first impression and you only have one reputation.

The seminar was interactive and allowed the attendees to participate. We discussed real-life scenarios and how such scenarios were handled or should have been handled. Diaz was interesting and informative. She is a speaker that all businesses would benefit from, and one that PAR will definitely invite again. If you are interested in contacting Lesley Diaz, she can be reached at 716-913-1966 or lesley@humanviewpoint.com.

PAR hosted the Spring Meeting of the Empire State Alliance of Paralegal Associations, Inc. (ESAPA) at Nixon Peabody LLP on April 9. Three new officers were elected. Edie Feiling from Western New York Paralegal Association is the new president, Deb Mabry from PAR is the new vice president, Debbi King from PAR is the new treasurer, and Shannon Mack from Capital District Paralegal Association is continuing her term as secretary. ESAPA will be working on a state-wide paralegal conference that will take place in the fall of 2017 in Syracuse.

We are excited to announce that PAR will be offering a \$500 scholarship again in 2016 for a paralegal studies student attending Monroe Community College or Bryant & Stratton College. The scholarship



Shown at the spring meeting for ESAPA at Nixon Peabody LLP on April 9 for the election of new officers are: Edith Feiling, president (paralegal at Phillips Lytle LLP, Buffalo); Deborah Wilcox Mabry, vice-president (paralegal at Nixon Peabody LLP, Rochester); Deborah King, treasurer (freelance paralegal in Rochester); Shannon Mack, secretary (paralegal at McGlinchey Stafford in Albany).

Continued on next page

Continued from previous page

application and eligibility requirements will be posted on our website this month. The scholarship will be presented at our annual Kick-Off Dinner and Auction on Sept. 21 at The Tavern at Clover Restaurant.

PAR will be hosting a couple of seminars. On April 19, we hosted Notary Best Practices and Ethical Issues presented by Marcy Tiberio at The Powers Building.

On Wednesday, May 18, we will host How to Proofread presented by Tobie Hewitt, Wordsmith, BS, MA, FMA at Nixon Peabody LLP, 1300 Clinton Square, 14th Floor at noon.

PAR's T&E Section meeting will be held at Nixon Peabody LLP on Tuesday, May 10. We will be discussing matters related to the 2015 tax season, IRS Form 8971, and the new procedure for Surrogate's Court for filing estate inventories. Jenni-

fer Gorankoff from All New York Process Servers d/b/a Kear Attorney Service will be speaking to the group.

Please watch your e-mails or visit our website at www.rochesterparalegal.org for seminars and future events.

Dina E. Beaudette is a paralegal at Merzbach Law Office, P.C. and PAR's President. She can be reached at dbeaudette@merzbachlaw.com.