

NORTH CAROLINA PARALEGAL ASSOCIATION, INC.

P.O. Box 1133
Holly Springs, North Carolina 27540

(704) 535-3363
www.ncparalegal.org
info@ncparalegal.org

Reply to:
Martha L. Blackman-Hughes, ACP, NCCP
NCPA Secretary
919-606-0236
mlblackman-hughes@nc.rr.com

MEMORANDUM

TO: General Membership of North Carolina Paralegal Association, Inc.
FROM: Martha L. Blackman-Hughes, ACP, NCCP – NCPA Secretary
DATE: January 23, 2017

Enclosed please find the following:

- Notice of Annual Meeting;*
- Designation of Proxy and Alternate Proxy; and*
- Instructions to Proxy and Alternate Proxy for Officer Elections.*

If you will be unable to be present at the Annual Meeting, please complete the *Designation of Proxy and Alternate Proxy* form and *Instructions to Proxy and Alternate Proxy* forms and mail for receipt by **February 23, 2017** as follows:

THE ORIGINAL *Designation of Proxy and Alternate Proxy* to:

Martha L. Blackman-Hughes
NCPA Secretary
P.O. Box 1133
Holly Springs, NC 27540

A COPY OF the *Designation of Proxy and Alternate Proxy Instructions* should be mailed to your designated proxyholder and alternate proxyholder. If an alternate proxyholder is named, the proxyholder and alternate proxyholder must receive the above information in order for it to be valid at the Annual Meeting. Your proxyholder **MUST** have the form with them in order to vote the proxy for you.

You may name the Association Secretary, **Martha L. Blackman-Hughes**, as your proxyholder or alternate proxyholder.

Thank you for your cooperation.

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NOTICE OF ANNUAL MEETING

TO: General Membership of the North Carolina Paralegal Association, Inc.
FROM: Martha L. Blackman-Hughes, ACP, NCCP – NCPA Secretary
DATE: January 23, 2017

In accordance with Article V, Section 3 of the North Carolina Paralegal Association, Inc.'s Bylaws, notice is hereby given of the Annual Meeting to be held on Friday, March 24, 2017, at 3:00 pm at the Holiday Inn at Sunspree, 1706 N. Lumina Avenue, Wrightsville, North Carolina 28480.

Although Associate, Student, Patron, Sustaining, Affiliate and Paralegal Educational Program members may not vote, this notice is being sent to you for your information.

INSTRUCTIONS TO PROXY AND ALTERNATE PROXY
NCPA ANNUAL MEETING, MARCH 24, 2017

TO: _____ AND: _____
(Name of Proxyholder) (Name of Alternate Proxyholder)

(Address) (Address)

(City, State, Zip) (City, State, Zip)

I, _____, an active General Member of NCPA, hereby direct my proxyholder to vote as follows. I also direct my alternate proxyholder to cast my vote as follows in the event my named proxyholder is unable to attend the Annual Meeting on March 24, 2017. In the event the candidate I have designated withdraws, I understand that my vote will be exercised at the discretion of the proxyholder.

NCPA OFFICERS

Please vote for only one candidate for each office

If there are nominations from the floor and this instruction is so marked, you, my proxyholder, may vote at your discretion.

PRESIDENT
No Declaration

Vote at your discretion OR;
Vote as instructed above.

SECRETARY
No Declaration

Vote at your discretion OR;
Vote as instructed above.

FIRST VICE-PRESIDENT
No Declaration

Vote at your discretion OR;
Vote as instructed above.

TREASURER
No Declaration

Vote at your discretion OR;
Vote as instructed above.

SECOND VICE-PRESIDENT
No Declaration

Vote at your discretion OR;
Vote as instructed above.

PARLIAMENTARIAN
No Declaration

Vote at your discretion OR;
Vote as instructed above.

NALA LIAISON
No Declaration

Vote at your discretion OR;
Vote as instructed above.

INSTRUCTION TO PROXY AND ALTERNATE PROXY
NCPA ANNUAL MEETING, MARCH 24, 2017

NCPA ANNUAL 2017-2018 BUDGET

- YES
- NO
- AT YOUR DISCRETION

**North Carolina Paralegal Association, Inc.
2017-2018 Proposed Budget**

REVENUES:				
		Year-To-Date 12/31	2016-2017 Budget	2017-2018 Budget
Advertising:				
	NCPA FORUM	\$ -	\$ 500.00	\$ 500.00
Membership Dues:				
	Affiliate	\$111.00	\$ 100.00	\$ 100.00
	Associate	\$2,561.64	\$ 3,500.00	\$ 3,500.00
	General	\$16,092.37	\$ 17,000.00	\$ 17,000.00
	Student	\$ -	\$ -	\$ -
	Sustaining	\$6,300.00	\$ 8,500.00	\$ 8,500.00
	Paralegal Education Program	\$100.00	\$ 200.00	\$ 200.00
Miscellaneous Receipts (Jewelry, Sweatshirts, Labels)		\$886.71	\$ 500.00	\$ 500.00
	Online revenue	\$1,422.65	\$ 1,000.00	\$ 1,500.00
Seminars:				
	All Others	\$2,182.91	\$ 5,115.00	\$ 4,000.00
	Annual	\$11,552.16	\$ 13,000.00	\$ 13,000.00
	CLA Review Course	\$375.00	\$ -	\$ 250.00
	NCCP Review	\$ -	\$ 500.00	\$ 250.00
	Bar Grant	\$ 5,000.00	\$ -	\$ -
TOTAL REVENUES:		\$ 46,584.44	\$ 49,915.00	\$ 49,300.00
EXPENDITURES:				
Accounting Services:				
	Expenses	\$ -		
	Fees	\$340.50	\$ 1,500.00	\$ 500.00
Administrative Services:				
	Fee	\$8,250.00	\$ 9,000.00	\$ 9,000.00
	Phone	\$230.00	\$ 360.00	\$ 120.00
	Postage	\$179.99	\$ 255.00	\$ 250.00
	Supplies	\$192.28	\$ 200.00	\$ 200.00
Annual Meeting		\$ -	\$ 200.00	\$ 200.00
Awards		\$481.67	\$ 200.00	\$ 200.00
Board of Directors				
	Bar Liaison	\$ -	\$ -	\$ -
	Chairman of the Board	\$ -	\$ 50.00	\$ 50.00
	9 Districts, At Large, Affil, Atty Adv, AMICUS	\$30.51	\$ 100.00	\$ 100.00
	Secretary to Board	\$ -	\$ 10.00	\$ 10.00
Committees:				
	Audit	\$ -	\$ 10.00	\$ 10.00
	Convention Coordinator	\$ -	\$ 10.00	\$ 10.00
	Ethics	\$ -	\$ 10.00	\$ 10.00
	Historian	\$ -	\$ 50.00	\$ 50.00
	Job Bank	\$ -	\$ -	\$ -
	Long-Range Planning	\$ -	\$ -	\$ 10.00
	Mentoring	\$ -	\$ 10.00	\$ 10.00
	NC Land Records Task Force	\$ -	\$ 10.00	\$ 10.00
	NC State Bar Certification Liaison	\$ -	\$ 10.00	\$ 10.00
	Nominations and Elections	\$ -	\$ 10.00	\$ 10.00
	Sustaining Membership	\$ -	\$ 10.00	\$ 10.00
	Public Relations/Official Publications	\$ -	\$ 10.00	\$ 10.00
	Student/School Relations	\$ -	\$ 10.00	\$ 10.00
	Technology	\$ -	\$ -	\$ -
CPE Approval Fee		\$150.00	\$ 225.00	\$ 225.00
Document Retention/Storage		\$880.00	\$ 960.00	\$ 960.00
Executive Committee and Board Meetings		\$ 138.36	\$ 300.00	\$ 250.00
FORUM Printing and Mailing		\$1,272.11	\$ 2,000.00	\$ 2,000.00
General Expenses (Stationery, Jewelry, Sweatshirts, etc.)		\$ -	\$ 200.00	\$ 200.00
Miscellaneous (Post Office Box Rental, Bank-Related, etc.)		\$ 60.00	\$ 120.00	\$ 60.00
NALA Annual Meeting (Delegate Attendance)		\$1,642.11	\$ 1,500.00	\$ 1,500.00
NALA Affiliated Association Dues		\$ 225.00	\$ 225.00	\$ 225.00

Officers:				
	First Vice President	\$ -		\$ 10.00
	NALA Liaison	\$ -	\$ 10.00	\$ 10.00
	Parliamentarian	\$ -	\$ 10.00	\$ 10.00
	President	\$ -	\$ 10.00	\$ 10.00
	Local	\$ -	\$ 10.00	\$ 10.00
	NALA Annual Meeting	\$1,398.50	\$ 1,500.00	\$ 1,500.00
	Second Vice President	\$ -	\$ 10.00	\$ 10.00
	Secretary	\$ -	\$ 10.00	\$ 10.00
	Treasurer	\$ -	\$ 50.00	\$ 20.00
Scholarships:				
	Student	\$1,125.00	\$ 1,000.00	\$ 1,000.00
	Meredith R. Pollette CLA Fund	\$ -	\$ 550.00	\$ 550.00
	Mary F. Haggerty CLA NCCP Scholarship	\$ -	\$ -	\$ 750.00
Seminars:				
	All Others	\$3,607.50	\$ 2,500.00	\$ 2,000.00
	Annual	\$26,104.86	\$ 22,000.00	\$ 22,000.00
	CLA/NCCP Review Course	\$ 401.60	\$ 500.00	\$ 500.00
	Mid-Year	\$ -	\$ -	\$ -
Technology:				
	PayPal Fees	\$765.81	\$ 1,200.00	\$ 1,200.00
	MemberClicks Web Hosting & Open Drive	\$2,886.25	\$ 3,000.00	\$ 3,500.00
	TOTAL EXPENDITURES	\$ 50,362.05	\$ 49,915.00	\$ 49,300.00
	EXCESS/(DEFICIT) REVENUES OVER EXPENDITURES:			
	GENERAL FUND CASH RECONCILIATION		\$ -	