

# NI Chapter Newsletter

Volume 1, Issue 8

February 2010



## President's Message

Valentine's Day is fast approaching! I hope everyone gets that special something from that special someone in their life.

If you weren't able to make it to the IDALS Annual Winter Board Meeting, you missed a great one! LLSA did an amazing job with the educational speakers and raffle baskets galore!

I would like to welcome our new North Idaho College students to the association – Amber Collins, Lewis Brown-Coon, Judith Christopherson, Monika Jones, Jessica Martin, and Lani King! We are all very excited to have them aboard with some fresh new ideas! Their new member installation will be held in June!

The NI Chapter's next educational luncheon will be held on February 9, 2010, regarding tax law.

The Call for Nominations Ballots will be sent out very shortly so make sure to look for them in your email inbox!

Jeri Rose, PLS, from the BLSA Chapter, and I are in the process of amending the Standing Rules and Bylaws for the NI Chapter to allow student members to run for office! Unfortunately, this amendment will not be in effect this term; however, student members can still be involved and be on a committee! If any members are interested on being on committee, please feel free to email me at [jennifer@waclaw.net](mailto:jennifer@waclaw.net). First come, first serve!

**Jennifer M. Pratt**  
NI Chapter President

## JOB ANNOUNCEMENT

We currently have an ad posted on the Job Announcement portion of the Idaho State Bar website for a legal secretary in our **Coeur d'Alene office**.

We would prefer the applicant have a minimum of 3 years litigation experience. The salary will be based on qualifications and we offer an excellent benefit package.

### Contact Information:

Kriss Dusbabek  
Firm Administrator  
Carey Perkins LLP  
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Boise, Idaho 83702  
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[admin@careyperkins.com](mailto:admin@careyperkins.com)

# WELCOME

## NEW MEMBERS

Amber Collins

Lewis Brown-Coon

Judith Christopherson

Monika Jones

Jessica Martin

Lani King

## UPCOMING BIRTHDAY!

Tina Rhodes

March 1



## ~\*Education Meeting\*~

**WHEN:** Tuesday, February 9, 2010, at  
12:00 p.m.

**WHERE:** Spokesman's Review Building

**TOPIC:** Tax Law



# Top 10 E-mail Mistakes Are you making them?



Source: [http://msn.careerbuilder.com/Article/MSN-1378-Workplace-Issues-Top-10-E-mail-Mistakes/?sc\\_extcmp=JS\\_1378\\_advice&SiteId=cbmsn41378](http://msn.careerbuilder.com/Article/MSN-1378-Workplace-Issues-Top-10-E-mail-Mistakes/?sc_extcmp=JS_1378_advice&SiteId=cbmsn41378)

If you're like most professionals, you use e-mail in the office on a regular basis. Because of its immediacy and relative lack of intrusiveness, it's the communication method of choice for many workers, including, chances are, your boss. According to a Robert Half International survey, nearly two-thirds (65 percent) of executives polled prefer e-mail over other forms of communication.

While hitting "send" may be an effective way to get your ideas across, doing so too quickly or without a lot of thought can send the wrong message. Here are 10 common e-mail mistakes and tips for avoiding them:

## 1. A vague subject line.

The subject line not only lets the person receiving the message know what it's about but also provides him or her with a reason to read it. Some people -- and your boss is probably one of them -- get hundreds of e-mails each day and may not have the time to open each of them. The subject line acts as the window into the message and can also indicate its urgency, so be specific with what you write there.

## 2. No sign-off.

A weak signature is almost as bad as a weak handshake: Both convey a lack of professionalism. A signature at the end of your e-mail should include your e-mail address, physical work address and phone number. Including these details gives recipients multiple means of contacting you. This information is especially important for people to whom your e-mail might be forwarded or individuals either outside the company or in another office.

## 3. "I'm writing re: the meeting @ 3."

Many people take a casual approach when using e-mail. But what you write is a reflection of your professional self, so take the time to craft complete sentences, use proper grammar and check your spelling. And don't depend solely on your computer's spell-check function, which won't find misused words; review your e-mail carefully before sending it.



## 4. Going on and on and on.

This strategy might work for the Energizer Bunny, but your goal when crafting a message should be to keep it short. You don't want to write the e-mail equivalent of a novel, so get to the point as quickly as possible, using both short sentences and paragraphs. At the same time, you don't want to write too brief of a message, which could make you appear curt.

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### **5. SHOUTING IT OUT.**

- Some people like the ease of typing in all capital letters. What they may not realize is this is the online equivalent of shouting, so avoid the temptation of using the caps lock button.

### **6. Striking the wrong note.**

- Unfortunately, it's easy for tone to be lost with the written word, especially in shorter messages. An attempt at humor, for instance, may be read as something offensive or inappropriate. If you're not sure how something you wrote will be interpreted, err on the side of caution and leave it out.

### **7. Weighing others down.**

- If your e-mail inbox is continually clogged, you know how frustrating it can be to receive large attachments, especially when you don't want them. And, according to a survey we developed, executives agreed, ranking the receipt of large, unsolicited files as the most annoying aspect of communicating via e-mail. Limit the distribution of massive files to people who absolutely need them.

### **8. Sending to the wrong box.**

- Before you send a message, always double-check the list of recipients. Many e-mail programs automatically fill in information you've previously typed, such as the e-mail addresses of frequent contacts. If you have multiple people in your address book with similar names, you could mistakenly choose the wrong person and send him or her a message intended for someone else.

### **9. Mixing business and pleasure.**

- When the information is confidential or sensitive, this move could limit your career. Any time you use your work e-mail account, the message should be business-related. After all, you are using your firm's resources, and the company has the right to monitor your communication. Get to know your organization's e-mail policy, and have your friends send non-work-related e-mail to your personal account, which you can check at home.

### **10. Over e-mailing.**

- Do you find yourself typing a long message in order to avoid confusion on the recipient's part? Do you hesitate to click Send because you think your contact might forward your message to someone who shouldn't see it? E-mail is best suited for quick communication, and, in situations like these, it's wise to call your colleague or speak to him or her in person instead.

- With e-mail correspondence becoming increasingly important in the workplace, you can only benefit from learning how to craft an effective message. So keep the above tips in mind the next time you sit down at the keyboard.



# New Member Spotlight



~Monika Jones~

Hello everyone! And thank you for the warm welcome into this organization.

I am attending N.I.C., and in the Paralegal program. I will be graduating May 14, 2010 with my AAS degree, and transferring in the fall to L.C.S.C. for my Bachelors degree of applied science as a legal assistant. I am considering going to law school, or the possibility of a Masters degree. I have an 11 ½ year old daughter named Brittney. I enjoy running, boating, and many other outdoor activities. I have big dreams for the future. This organization is exciting to me, and I am thankful to be a part of it!

## And a Little Valentine's Day Humor...

Source: <http://www.stvalentinesday.org/valentines-day-humor.html>

A guy walks into a post office one day to see a middle-aged, balding man standing at the counter methodically placing "Love" stamps on bright pink envelopes with hearts all over them. He then takes out a perfume bottle and starts spraying scent all over them.

His curiosity getting the better of him, he goes up to the balding man and asks him what he is doing. The man says, "I'm sending out one thousand Valentine cards signed, 'Guess who?'"

"But why?" asks the man.

"I'm a divorce lawyer," the man replies.

A smart, handsome and sexy young man dressed in the most sophisticated manner walked into the bar. He noticed a woman staring at him without blinking her eyes with an open mouth. Flattered, he approached the woman and said in his sexiest deep voice - "I'll do anything you wish, beautiful lady, for just \$20 but on one condition." The woman was trapped in a moment and asked as if in a trance - "What's your condition?" The young man replied, "Tell me your wish in just three words." After a long pause, woman opened her purse, counted the money and handed it to the man along with her address. She then looked deeply into his eyes and whispered, "Clean my house."

If you want your wife to listen and pay strict attention to every word you say, talk in your sleep.

When a man opens the door of his car for his wife, you can be sure of one thing: either the car is new or the wife.

### NI Chapter Membership

Jennifer M. Pratt – Whitehead, Amberson & Caldwell	(208)765-5291
Barbara Neils - Whitehead, Amberson & Caldwell	(208)765-5291
Marilyn R. Wudarcki – North Idaho College	
Susan Lamb – Member at Large	(208) 263-5922
Lorna Casey-Kaiser – Student Member	
Connie Maslowski PP, PLS	(208) 667-4000
Melanie A. Morman – Student Member	(208) 664-8640
Judy Parmer	(208) 664-4700
Tina Rhodes - Morris & Wolff, PA	(208) 245-2523
Julie R. Vetter - Ian D. Smith, Attorney	(208) 765-4050
Ronda L. Whittaker	(208) 762-0946
Monika Jones – Student Member	
Annette Mormann – Student Member	
Amber Collins – Student Member	
Lewis-Brown-Coon – Student Member	
Judith Christopherson – Student Member	
Jessica Martin – Student Member	
Lani King – Student Member	