



November
2020

A Chapter of the Association of Legal Administrators

*New Mexico Association
Of Legal Administrators
Newsletter*

EVENTS & MEETINGS

November 6 - 12:00 NMALA Board Meeting, everyone's welcome

November 11 - VETERAN'S DAY

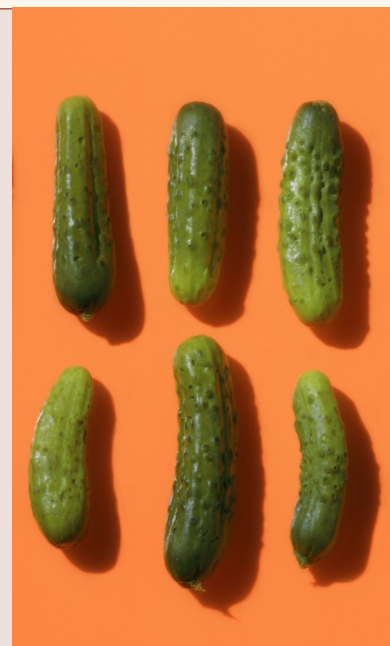
November 12 - 4:00 Monthly Membership Meeting with DeAnna Lopez
at Rodey

Sponsor: Ephesus Office Technologies

November 26 - THANKSGIVING!



"No, I said 'paralegals'."



Nov 14 - National Pickle Day

In Connecticut - a pickle must
be able to bounce.

-goodhousekeeping.com

National Holidays

Nov 1 - National Men Make Dinner Day
Nov 3 - Daylight Savings Time
Nov 4 - National Candy Day
Nov 5 - National Hot Sauce Day
Nov 6 - National Nachos Day
Nov 8 - National Cappuccino Day
Nov 9 - National Fried Chicken Sandwich Day
Nov 10 - Sesame Street Day
Nov 11 - Singles Day
Nov 12 - National Happy Hour Day
Nov 13 - World Kindness Day
Nov 15 - National Clean Your Fridge Day
Nov 16 - National Fast Food Day
Nov 17 - National Hiking Day
Nov 18 - Mickey Mouse Day
Nov 19 - World Toilet Day
Nov 20 - National Pay Back Your Parents Day
Nov 21 - World Television Day
Nov 26 - National Cake Day
Nov 28 - National French Toast Day
Nov 29 - National Lemon Cream Pie Day

CHAPTER OFFICERS

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HELPFUL PLACES ON NATIONAL ALA'S WEBSITE

“In light of COVID-19, ALA members, business partners and the legal community have reached out for information about how to handle the threat of coronavirus in the workplace”. From the alanet.org home page, on the blue banner running across the top of the page is a link: ALA's COVID-19 Resources. Click on that link and you are directed to the ALA's Coronavirus response. Here you can find webinars, publications and many, many resources to help you at work. Members are also sharing resources in the Online Community and there is now a dedicated coronavirus discussion forum.

November 29 - National Lemon Cream Pie Day (Easy Recipe)

Crust:

1 Pillsbury refrigerated pie crust, softened

Filling:

1 14oz can sweetened condensed milk
2 tsps. Grated lemon peel
1/2 c. fresh lemon juice, 2-3 lemons
3 c. whipping cream, divided
4 drops yellow food color, if desired

Directions:

Heat oven to 450°F. Make pie crust as directed on box for One-Crust Baked Shell using 9-inch glass pie plate. Bake 9 to 11 minutes or until lightly browned. Cool completely, about 15 minutes. In medium bowl, mix condensed milk, lemon peel and lemon juice; set aside. In large bowl, beat 2 cups of the whipping cream and the food color with electric mixer on high speed until stiff. Fold lemon mixture into whipped cream just until blended. Spoon into crust. Cover; refrigerate at least 3 hours until set. In medium bowl, beat remaining 1 cup whipping cream with electric mixer on high speed until stiff. Spoon dollops on pie or slices of pie when serving. Store covered in refrigerator.



“Just one small positive thought in the morning can change your whole day.”
Dalai Lama

HELPFUL ZOOM TIPS

1. Automatically schedule meetings - and let people know about them
2. Create recurring meetings with saved settings and on URL
3. See who attended
4. Collect information from attendees
5. Record the call as a video
6. Have a collaborative annotation session
7. Co-host calls
8. Give attendees a waiting room
9. Let someone else schedule your meetings
10. Learn a few essential keyboard shortcuts

For more information on how to do these, please visit:

<https://zapier.com/blog/zoom-tips/>

If you have any topics of interest you would like to learn about, please let us know!
Email Heather at:
heather@doughtyalcaraz.com

CDC's - Healthy ways to cope with stress during a pandemic.

- Know what to do if you are sick and are concerned about COVID-19. Contact a health professional before you start any self-treatment for COVID-19.
- Know where and how to get treatment and other support services and resources, including counseling or therapy (in person or through telehealth services).
- Take care of your emotional health. Taking care of your emotional health will help you think clearly and react to the urgent needs to protect yourself and your family.
- Take breaks from watching, reading, or listening to news stories, including those on social media. Hearing about the pandemic repeatedly can be upsetting.
- Take care of your body.
 - Take deep breaths, stretch, or meditate.
 - Try to eat healthy, well-balanced meals.
 - Exercise regularly.
 - Get plenty of sleep.
 - Avoid excessive alcohol and drug use.
- Make time to unwind. Try to do some other activities you enjoy.
- Connect with others. Talk with people you trust about your concerns and how you are feeling.
- Connect with your community or faith-based organizations. While social distancing measures are in place, consider connecting online, through social media, or by phone or mail.

LETTER FROM OUR PRESIDENT

Dear Members,

Happy Fall, tis the season of pumpkin spice and everything nice. Can't wait to try out some new recipes.

Wishing you and yours a wonderful Thanksgiving Holiday!

Penimah



CONGRATULATIONS TO

EVA CARTER JARAMILO
AND HER NEW
POSITION AT THE RODEY LAW
FIRM AS EXECUTIVE DIRECTOR

AMANDA GARCIA AND HER
NEW POSITION AT
CUDDY & MCCARTHY, LLP AS
EXECUTIVE DIRECTOR

NANCY GUTHRIE AND HER
NEW POSITION AT BARDACKE
ALLISON AS DIRECTOR OF
OPERATIONS



Leah's Pelletier's Doggy
Damsel



Our Business is Improving Yours

NMALA BUSINESS PARTNERS

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LexisNexis



DID YOU KNOW: BUSINESS PARTNER Stephanie Ashby—Employer's Pro Advantage

1. How long have you been associated with the NMALA? 5-6 years
2. What is the best memory of the NMALA? United Soccer Game
3. What is the name of your company and what do you do? Employers Pro Advantage - We match great candidates to awesome companies and firms
4. What do you love most about your job? Knowing that I have been able to help someone find a regarding job that they love
5. If you could live anywhere, where would that be? Roatan, Honduras
6. What is your biggest fear? Creepy Crawlies
7. What is your favorite food? Pizza and Mexican Food
8. What was your best family vacation? ALL of them, but Jamaica and Roatan were really great
9. What would you sing at Karaoke night? I would not sing at Karaoke
10. Have you ever had a nickname? What is it? Yes, Tootsie Roll
11. If you were a super-hero, what powers would you have? Ability to add 2 hours to my day

COVID-19 CASES NOVEMBER 2, 2020

	<u>CASES</u>	<u>DEATHS</u>
Worldwide	46.6M	1.2M
United States	9.28M	231K
New Mexico	47,232	1,026

COVID-19 Things to Remember:

- Don't forget Flu Season
- Use resources to help you cope with stress
 - Many of our employer sponsored plans have EAPs. If you don't have an EAP, NMJLAP provides a free program for all judges, lawyers, law students, law firm personnel and their immediate family members.

Thanksgiving – Risk Levels

Lower risk activities

- Having a small dinner with only the people in your household
- Having a virtual dinner with family and friends
- Sharing recipes with family and friends
- Shopping online rather than in person for those Black Friday deals
- Watching sports, parades and movies at home

Moderate risk activities

- Having a small outdoor dinner with family and friends
- Visiting pumpkin patches or orchards where people use hand sanitizer before picking pumpkins, wearing a mask is enforced, and people are able to maintain social distancing.

Higher risk activities




































- Going shopping in crowded stores just before, on, or after Thanksgiving
- Participating in a crowded race
- Attending crowded parades
- Attending large indoor gatherings with people from outside your household
- Watching the Cowboys game if you're a Cowboys fan like Adrian or if you are a Chiefs fan and a Mahomie like Erica watch the Chiefs game

For more info visit <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays.html#thanksgiving>

DID YOU KNOW: MEMBER Juanita Armenta - Miller Stratvert PA

1. How long have you been a member of the NMALA? 4 months
2. What is your best memory of the NMALA? Zoom meetings
3. Where do you work and what is your role? Miller Stratvert - Firm Administrator
4. What do you love most about your job? Problem Solving
5. What are your hobbies and interests? Reading, Baking and Crocheting
6. Who inspires you? My Mom
7. What is your favorite food? Enchiladas
8. What was the first concert you ever attended? Faith Hill
9. What is something that we don't know about you? I have 72 first cousins
10. Did you binge watch anything during quarantine? Yes, Gray's Anatomy

"You cannot be lonely if you like the person you're alone with." – Wayne Dyer

November ▾ 2020 ▾							DAILY →
S	M	T	W	T	F	S	
1  67° 47°	2  68° 47°	3  67° 43°	4  54° 35°	5  54° 38°	6  62° 41°	7  63° 39°	
8  62° 41°	9  64° 42°	10  63° 41°	11  64° 41°	12  63° 40°	13  63° 42°	14  62° 41°	
15  61° 41°	16  58° 30°	17  51° 28°	18  48° 28°	19  48° 33°	20  55° 32°	21  58° 28°	
22  48° 34°	23  55° 38°	24  49° 34°	25  48° 25°	26  45° 22°	27  43° 21°	28  42° 24°	
29  44° 24°	30  43° 23°	1  43° 26°	2  46° 31°	3  50° 29°	4  50° 32°	5  51° 26°	

November 13 World Kindness Day

1. Smile and make someone's day a little sweeter.
2. Look for ways you can promote peace.
3. Just listen.
4. Offer a hug or embrace.
5. Invite someone new into your friend tribe.
6. Send out a kind email or card.
7. Give someone a genuine compliment.
8. Help clean up, without being asked, help someone out in a practical way.
9. Hold open the door for the person behind you.
10. Encourage a friend or family member when they are uncertain or unmotivated.
11. Make peace with someone that has hurt you.
12. Strike up a conversation with a stranger.
13. Let someone into your lane while driving.
14. Pay for the person behind you in line.
15. Give your time to a friend or someone who needs it.
16. Say Thank You and Please everyday without fail.
17. Meditate on loving kindness: "May you be happy, healthy, peaceful, and free from suffering, and may my actions in some way contribute to the happiness, health, peace, and freedom for all.
18. Say "I love you" a little more often to your family and friends.
19. Pause before you speak, and choose words with positive intention.
20. Help someone get some rest (watch their kids, run an errand, bring them dinner, etc).
21. Pick up litter you see thrown about even if its not yours.
22. Remove complaints and curses for one week.
23. Gift something meaningful to someone: loan a book, bring flowers, drop off cookies, whatever suits your fancy.
24. Make a donation.
25. Give up your seat, or for that matter, move your yoga mat in class, with positive intent.

MONTY

A history of Monty Morton, as told by Adrian.

Monty Morton holds a Bachelor of Accountancy degree from New Mexico State University and a Master of Business Administration from New Mexico Highlands University.

Although Monty celebrates 34 years with Rodey this month, he did not get his start in the legal community. His career began working in accounting/finance for an oil company before joining Intel and finally landing at the Rodey Law Firm.

Monty has been a member of The Association of Legal Administrators since 1987 and has served on the Regional Management Team, the Association Nominating Committee and the Conference Committee.

As a member of NMALA, since 1987, Monty has served as the Vice President, Secretary, President Elect, President, Past President and Chapter Education rep.

For as long as I have been a member, Monty has also been an advocate for the association, our chapter, and has been a wealth of expertise, knowledge, and a friend to all.

While members of NMALA have had to rely on phones to seek Monty's advice, I have had the privilege of having him within shouting distance, and a cry for help has never gone unanswered.

Monty, on behalf of the members of NMALA, past and present, we wish you the best in retirement and thank you for always having our back!

-Adrian

DID YOU KNOW: BOARD MEMBER

Heather Artis - Doughty Alcarez

1. How long have you been a member of the NMALA? 6 years
2. What is your best memory of the NMALA? The community event with Crossroads for Women
3. Where do you work and what is your role? Doughty Alcarez, Firm Administrator
4. What do you love most about your job? The work-life balance. .
5. If you could live anywhere, where would that be? A place where everyone is funny, hard-working, honest, loving with no hate, loyal, and nonjudgmental. My door can stay unlocked, my children are safe, we laugh all the time, and there are animals everywhere, but the wild ones won't eat you! So, Fantasy World – I would live in Fantasy World.
6. What is your biggest fear? Porta Potties. Oh, and soggy bread.
7. What is your favorite food? Spaghetti!
8. What was your best family vacation? Wisconsin Dells with my family, my two sisters and their families, my dad and stepmom. My kiddos were so young yet somehow they still remember the vacation!
9. What would you sing at Karaoke night? Anything! I cannot sing, but I have courage and I do not embarrass easily. Preferably a duet. I could use the company when I am humiliating myself.
10. Have you ever had a nickname? Growing up it was H-Dub. (My maiden name is Willis)
11. If you were a super-hero, what powers would you have? I would create my Fantasy World (see answer 5)

ALTERNATIVE THANKSGIVING TO KEEP EVERYONE SAFE

Before

Plan a shared experience. No matter the distance, you'll feel close on the big day if you share the same rituals. Have your child come up with ideas for all five senses, and spread the word to everyone on the virtual guest list: For example, plan to light the same scent of candle or prepare the same fragrant dish, and create a shared playlist to use as background music.

Create connection with meal prep. Thanksgiving meal may be the hardest time for your child to be apart from family members who aren't in your quarantine group, like grandparents. So focus on the steps that come *before* eating, which are easier to bond over from a distance: Schedule calls for family members to help your child brainstorm the holiday menu and make a shopping list. Ask for a loved one's favorite recipe, and video chat while you and your child test it out. (Bonus: These are great ways to [get your child involved in the kitchen!](#))

Send Thanksgiving care packages. Mail or drop off treats and supplies to help guests feel part of the fun. Since you can't crowd around one table to split a pumpkin pie, maybe you and your child bake pumpkin muffins and drop them off on doorsteps, or make matching centerpieces for everyone to display on their holiday tables.

During

During your Thanksgiving video chat, have your child host "opening" and "closing ceremonies." Your child might want to kick things off with a song or prayer, and wrap up with a round of jokes or the latest Tik Tok dance. With old traditions on hold, the possibilities are endless.

Try a new twist on a pot luck. Since you'll all be dining as separate households, a traditional pot luck is out the window. But you can still ask every person to "bring" something to contribute – like a brief toast or favorite family photo to share virtually.

Try a gratitude bowl. Have all the households in your extended family start this process a few weeks before Thanksgiving. Each day, each person writes something they're grateful for on a slip of paper and adds it to their household bowl. During your Thanksgiving virtual event, take turns reading aloud.

After

Keep the fun going! Once your Thanksgiving Day "program" has ended, you can prop your device up somewhere central with video chat for any loved ones who want to stay connected, or have your child send occasional text updates on the day's events – from the big turkey reveal to lounging in comfy clothes while you digest.

Make Thanksgiving resolutions. This can be part of your virtual get-together, or just a quiet conversation with your child to close out the day. What would your child like to learn, try, or do more of by Thanksgiving next year? This is a nice way to remind kids (and all of us) that we all have a lot to look forward to on the other side of this pandemic. It's hard on everyone to skip favorite holiday traditions. But as with so much else during the time of coronavirus, we can try new, quarantine-friendly ideas to fill in for what we'll miss. It may even add new meaning to your holiday.

<https://www.connecticutchildrens.org/>

Thanksgiving recipes

PUMPKIN ROLL

Ingredients

- 3 large eggs, beaten
- 1 cup white sugar
- 1/2 teaspoon ground cinnamon
- 2/3 cup pumpkin puree
- 3/4 cup all-purpose flour
- 1 teaspoon baking soda
- 2 tablespoons butter, softened
- 8 ounces cream cheese
- 1 cup confectioners' sugar
- 1/4 teaspoon vanilla extract
- confectioners' sugar for dusting

Directions

Step 1 Preheat oven to 375 degrees F (190 degrees C). Butter or grease one 10x15 inch pan.

Step 2 In a mixing bowl, blend together the eggs, sugar, cinnamon, and pumpkin. In a separate bowl, mix together flour and baking soda. Add to pumpkin mixture and blend until smooth. Evenly spread the mixture over the prepared jelly roll pan.

Step 3 Bake 15 to 25 minutes in the preheated oven. Remove from oven and allow to cool enough to handle.

Step 4 Remove cake from pan and place on towel. Roll up the cake by rolling a towel inside cake and place seam side down to cool.

Step 5 Prepare the frosting by blending together the butter, cream cheese, confectioners' sugar, and vanilla.

Step 6 When cake is completely cooled, unroll and spread with cream cheese filling. Roll up again without towel. Wrap with plastic wrap and refrigerate until ready to serve. Sprinkle top with confectioners' sugar and slice into servings.

From Lynde Vera - Barnhouse Keegan Solimon & West LLP



Cranberry Jello Salad

- 2 cups fresh cranberries
- 1 can of mandarin oranges (15 oz.) drained and chopped 1 cup of pecans
- 1 can of crushed pineapple (15 oz.) drained 2 boxes of cranberry flavored gelatin
- 3/4 cup of sugar

- 1 cup of cold water
- 1 cup of boiling water

Place rinsed cranberries, pecans, and, oranges in food processor (pulse) for about 30 seconds. In a separate bowl mix the remainder of the ingredients until the gelatin and sugar are dissolved. Pour gelatin mixture together and gently mix. Pour mixture into mold and refrigerate overnight. I usually use a

Bundt cake mold. You can add whipping cream.

From Theresa Garduno Montgomery & Andrews, PA



Cornbread Bake

- 1 can creamed corn
- 1 can whole kernel corn
- 1/2 c. butter, melted
- 1 egg
- 1 c. sour cream
- 1 pkg. corn bread mix

Mix all ingredients together and pour into a 13x9 pan. Bake at 350 degrees for 45 minutes.



Easy Sweet Potato Casserole

For the Casserole:

- 1 29 oz. can sweet potatoes drained
- 1/2 c. salted butter, melted
- 1/3 c. milk
- 3/4 c. sugar
- 1 tsp. vanilla extract
- 2 eggs beaten

For the topping:

- 5 tbsp. salted butter melted
- 2/3 c. brown sugar
- 2/3 c. flour
- 1 c. chopped pecans

From Heather Artis - Doughty Alcaraz PA

Instructions:

Preheat oven to 350. in a large bowl, mash sweet potatoes and stir in melted butter, milk, sugar, vanilla and beaten eggs. Stir until well combined. Pour mix into a 8 in. square baking dish. In a bowl, combine melted butter, brown sugar, flour and pecans. Use a fork until mix becomes small crumbles.

Sprinkle crumbles over sweet potato mix. Bake uncovered for 30-40 minutes until topping is brown. Let cool for at

least
15-
20



Apple-Maple Cinnamon Rolls

INGREDIENTS:

- 1 cup warm unsweetened almond milk (105°F to 115°F)
- 1 package active dry yeast
- 2 1/2 cups white whole wheat flour
- 1/2 cup unsweetened applesauce
- 1/3 cup pure maple syrup
- 2 tablespoons flaxseed meal
- 1/2 teaspoon sea salt
- 1 to 1 1/2 cups all-purpose flour
- 2 cups peeled and finely chopped cooking apples
- 1/4 cup raisins
- 3 tablespoons apple cider or juice

3 tablespoons pure maple syrup
1 tablespoon arrowroot
2 teaspoons ground cinnamon
INSTRUCTIONS:
In a large bowl combine milk and yeast; let stand 5 mins. Stir in the next five ingredients. Stir in as much of the all-purpose flour as you can. Turn dough out onto a lightly floured surface. Knead in enough of the remaining all-purpose flour to make a soft dough that is smooth and elastic (3 to 5 mins). Shape into a ball. Place in a bowl. Cover and let rise in a warm place until double in size (1 1/2 to 1 3/4

hours). Meanwhile, for filling, in a medium saucepan combine apples, raisins, 2 Tbsp. of the cider, and 2 Tbsp. of the maple syrup. Bring to boiling; reduce heat. Cook over medium 5 mins, stirring occasionally. Combine arrowroot and the remaining 1 Tbsp. cider; stir into apple mixture. Stir in cinnamon. Cook and stir 1 min. more; cool. Punch dough down. Turn out onto a lightly floured surface. Cover and let rest 10 mins. Line a 13x9 -inch baking pan with parchment paper. Roll dough into an 18x12-inch rectangle. Spread filling over dough,

leaving 1 inch unfilled along a long side. Starting from the filled long side, roll up rectangle. Pinch dough to seal seam. Cut into 12 slices. Arrange in the prepared baking pan. Cover and let rise in a warm. Preheat oven to 375°F. Bake 30 mins or until golden. Brush with the remaining 1 Tbsp. maple syrup. Using parchment paper, lift out rolls. Cool on a wire rack 30 min. Serve warm.

From Leah Pelletier-Sabio Systems



Heavenly Pie

Crust Ingredients

- 1 Cup Flour
- 1 Cup of Ground Pecans
- 1 Stick of butter softened

Combine these and spread into the pie plate and bake at 350 for 20 minutes let cool before you put pie filling.

Bottom layer of Filling

Make 1 packet of dream whip according to the directions on the box. Then add 1 cup of powder sugar and 1 4oz of Philadelphia cream cheese softened and mix.

Middle layer of pie filling

1 package of instant vanilla pudding and make this according to instructions on box.

Top Layer of pie filling

Make 1 packet of dream whip according to the directions on the box and sprinkle chopped pecans on top.



*From Annette Martinez - Egolf
Ferlic Martinez + Harwood*

Indian Corn Bake

- 1 can yellow cream-style corn
- 1 can whole kernel corn
- 2 eggs beaten
- 3/4 c. white corn meal
- 1/2 tsp. garlic salt
- 6 tbsp. cooking oil
- 10-12oz fresh Hatch green chili finely chopped
- 2 c. shredded cheddar cheese

Directions:

Mix all ingredients. Bake in lightly greased pan in 350 oven for 35 min. or until firm. Serve hot or cold.

*From Glenda McGuire -
Pywowarczuk Law, PLLC*



Garlic Parmesan Mashed Potatoes

- 8 - 10 Russet Potatoes
- 1/4 cup Milk
- 1/4 cup Heavy Cream
- 1/2 cup Sour Cream
- 1/2 stick of Cream Cheese
- 3 sticks of Butter

- 3 cloves minced Garlic
- 1 cup Parmesan Cheese
- Salt and Pepper for taste
- Add milk or cream as needed

*From Penimah Silva -
Keleher & McLeod, P.C.*



Pumpkin Spice Chocolate Chip cookies

- 1 pkg spice cake mix
- 1 15 oz can solid pumpkin
- 1 pkg chocolate chips

Preheat oven to 350 degrees. In a large bowl, stir together the cake mix and pumpkin until well blended.

Drop by rounded spoonfuls onto the greased cookie sheet. Bake for 18 to 20 minutes in the preheated oven. Allow cookies to cool on baking sheet for 5 minutes before removing to a wire rack to cool completely.

*From Juanita Armenta
Miller Stratvert*



Biscochitos

- 2 cups Crisco Shortening
- 1 cup sugar
- 3 teaspoons anise extracts (liquid)
- 2 eggs
- 6 cups flour
- 3 teaspoons baking powder
- 1 teaspoon salt
- 1/3 cup merlot
- After baking**
- 1 tablespoon cinnamon
- 1 cup sugar

Thoroughly cream Crisco, sugar and anise together. Beat eggs and add to mixture; mix until light and fluffy. Slowly mix in flour, baking powder, salt and wine making sure to mix all ingredients well (you may need to mix in the last cup or two of flour by hand depending on how powerful your mixer is).

Sprinkle flour on counter, roll out dough and use cookie cutter to cut cookies (I use an empty Starbucks frappuccino bottle to make single-bite sized cookies).

Place on baking sheet approx. 1/4 inch apart, bake at 350 until golden brown

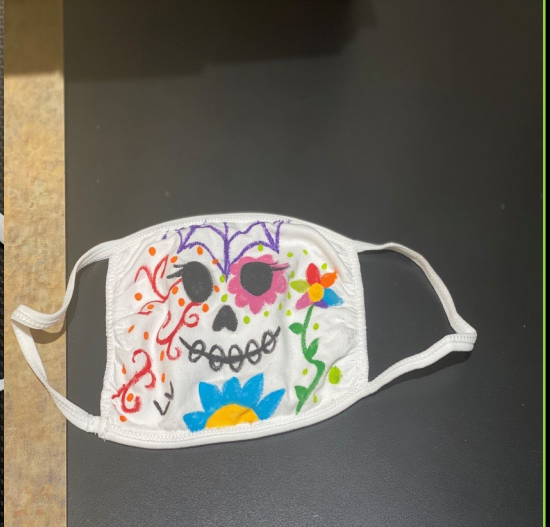
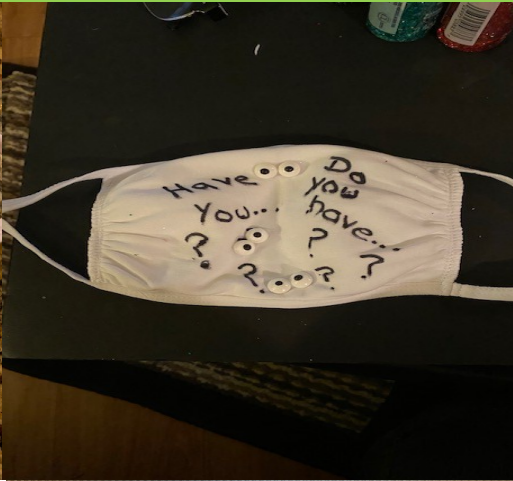
(approximately 20 minutes).

While still warm, coat in a mixture of sugar and cinnamon. Mix approximately 1 tablespoon of cinnamon per cup of sugar in a bowl; use more or less cinnamon depending on preference.

*From Adrian Salazar
Rodey Law Firm*



MASK CONTEST ENTRIES



[Click here](#) to view all mask entries! Thanks to all who participated.