



A Chapter of the Association of Legal Administrators

New Mexico Association
Of Legal Administrators
Newsletter

OCTOBER
2020



Interesting New Mexico Law

New Mexico prohibits “idiots” and “insane persons convicted of a felonious or infamous crime” from voting.

—Good Housekeeping

EVENTS & MEETINGS

October 1 - 12:00 NMALA Board Meeting via ZOOM, everyone's invited

THE 1ST WEEK OF OCTOBER—YOU WILL BE RECEIVING A WHITE CLOTH MASK FOR OUR HALLOWEEN MASK CONTEST , see pg 6

October 14 - 12:00—Diversity & Inclusion: 60 Tips in 60 Minutes.
Sponsor: Terry Linton—HUB International

National Holidays

- Oct. 1 - National Hair Day
- Oct. 2 - National Custodial Workers Recognition Day
- Oct. 4 - National Taco Day
- Oct. 5 - National Get Funky Day
- Oct. 6 - National Coaches Day
- Oct. 7 - National Coffee with a Cop Day
- Oct. 8 - National Fluffernutter Day
- Oct. 10 - National Angel Food Cake Day
- Oct. 11 - National Sausage Pizza Day
- Oct. 12 - Columbus Day
- Oct. 13 - National Breast Cancer Awareness Day
- Oct. 16 - Boss's Day
- Oct. 18 - National Chocolate Cupcake Day
- Oct. 21 - Medical Assistants Recognition Day
- Oct. 24 - National Bologna Day
- Oct. 25 - National Mother-In-Law Day
- Oct. 26 - National Pumpkin Day



“Thank goodness we got there when we did. They were on the verge of working out the problem themselves.”

Helpful Places on National ALA's Website

If you have any topics of interest you would like to learn about, please let us know!

Email Heather at:
heather@doughtyalcarez.com

From the National ALA's Homepage—towards the bottom is the job bank link. The online job bank connects law firms, corporations, governmental agencies and similar professional service organizations and recruiters with prospective candidates for non-lawyer positions.

Employers and eligible recruiters can advertise position openings to find qualified candidates.

Job Seekers can search through job advertisements placed by employers.

A champion is defined not by their wins but by how they can recover when they fall - Serena Williams

CHAPTER OFFICERS

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HELPFUL ZOOM TIPS

Zoom Keyboard Shortcuts

Use these shortcuts to save time on common tasks in Zoom.

1) Quick Invite:

When you're in a meeting, type ⌘Cmd+I (PC: Alt+I) to open the Invite window.

2) Record Meeting:

Just type ⌘Cmd+Shift+R (PC: Alt+R) to start recording any meeting.

Type ⌘Cmd+Shift+P (PC: Alt+P) to pause/resume recording.

3) Share Screen:

To start a screen share, type ⌘Cmd+Shift+S (PC: Alt+Shift+S).

To pause/resume a screen share, type ⌘Cmd+Shift+T (PC: Alt+T).

4) Mute Audio:

Use ⌘Cmd+Shift+A (PC: Alt+A) to mute/unmute your audio.

5) Turn Off Video:

To quickly turn video off/on, hit ⌘Cmd+Shift+V (PC: Alt+V).

6) Mute Everyone:

We found this trick where the meeting host can hit ⌘Cmd+Ctrl+M (PC: Alt+M) to *mute everyone on the call at once*.



Letter From Our President

Happy Fall Membership,

Fall is my favorite time of year in New Mexico. . . pumpkin lattes, the leaves are changing color, and the air is crisp. I am especially happy, as my family adopted a new puppy from the rescue shelter in Santa Fe. We named her Luna. Enjoy the cuteness!

Wishing everyone a wonderful October.

All the best,
Penimah



Fall Foliage Road Trip New Mexico

- Santa Fe National Forest Scenic Byway
- El Santuario de Chimayo
- Continue along the High Road to Taos. En route, you'll pass through the mountain towns of Truchas, Peñasco, and the Carson National Forest
- The Enchanted Circle Scenic Byway
- Cimarron Canyon State Park
Inside this state park, you'll find Palisades Sill. It's 300-feet high and 40 million years old!
- Eagle Nest State Park, Wheeler Peak
- Red River - You can also explore Red River Canyon
- Tres Piedras
- Tierra Amarilla
- Chama





Our Business is Improving Yours

NMALA BUSINESS PARTNERS

Platinum Sponsor
Ephesus

Gold Sponsors
Midway Office Supply
HUB International

Silver Sponsors
Employer's Pro Advantage
Letherer Insurance
Sabio Systems
LexisNexis

DID YOU KNOW: BUSINESS PARTNER Brian Letherer—Letherer Insurance Consultants

1. How long have you been associated with the NMALA? 3 years, I think?
2. What is the best memory of the NMALA? Christmas party last year.
3. What is the name of your company and what do you do? Letherer Insurance Consultants and sell insurance.
4. What do you love most about your job? I am the boss
5. If you could live anywhere, where would that be? New Zealand
6. What is your biggest fear? Heights.
7. What is your favorite food? Anything with Blueberries.
8. What was your best family vacation? Hawaii
9. What would you sing at Karaoke night? Only 1 time, Kung Fu Fighting, sang it in Taiwan.
10. Have you ever had a nickname? What is it? Mongo – basketball.
11. If you were a super-hero, what powers would you have? Flying – then no fear of heights.

COVID-19 CASES OCTOBER 5, 2020

	<u>CASES</u>	<u>DEATHS</u>
Worldwide	35.3M	1.04M
United States	7.45M	210K
New Mexico	30,477	892

COVID-19 Things to Remember:

The Balloon Fiesta COVID-19 testing site has moved to 5200 San Mateo NE effective Sept 28.

Halloween – Risk Levels

Lower risk activities

- Carving or decorating pumpkins with members of your household
- Decorating your house, apartment or living space
- Having a virtual costume contest
- Decorate a Halloween themed cloth mask

Moderate risk activities

- Participating in one-way trick-or-treating where individually wrapped goodie bags are lined up for families to grab and go while continuing social distancing (e.g. setting out goodie bags at the end of the driveway, or edge of your yard). Be sure to wash your hands with soap and warm water for 20 seconds before and after preparing the bags.
- Attending a costume party outdoors where protective masks are used and people remain more than 6 feet apart (no more than 10 people). **Monty, Adrian says a costume mask is not a substitute for a cloth mask or single use mask.**
- Visiting pumpkin patches where people use hand sanitizer before picking pumpkins, wearing a mask is enforced, and people are able to maintain social distancing.

Higher risk activities

- Traditional trick-or-treating / trunk-or-treating.
- Attending crowded indoor costume parties
- Hayrides or tractor rides with people who are not in your household.

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

DID YOU KNOW: MEMBER Nancy Guthrie - Hinkle Shanor LLP

1. How long have you been a member of the NMALA? 1 1/2 years
2. What is your best memory of the NMALA? Helpful information shared through emails
3. Where do you work and what is your role? Hinkle Shanor, Office Manager
4. What do you love most about your job? Encouraging my staff
5. What are your hobbies and interests? Reading and dogs
6. Who inspires you? Heather Cox Richardson
7. What is your favorite food? Chocolate
8. What was the first concert you ever attended? Not sure
9. What is something that we don't know about you? Lots, but I can't think of anything interesting
10. Did you binge watch anything during quarantine? No
11. If you didn't binge watch anything, what did you do to pass the time during quarantine? Fostered lots of dogs

HISTORY OF NATIONAL BOSS'S DAY

In 1958, Patricia Bays Haroski registered National Boss's Days as a holiday with the U.S. Chamber of Commerce in honor of her father, who was also her employer. She created the holiday to improve office relationships between supervisors and their employees as well as raise cognizance to all the hard work boss's put into their jobs. She felt as if younger employees didn't appreciate their bosses enough, and knowing first hand what her father went through to make a company run smooth, set out to change that viewpoint. However, it wasn't until Illinois Governor Otto Kerner supported Haroski's registration four years later, that the day officially became a national holiday.

TIMELINE

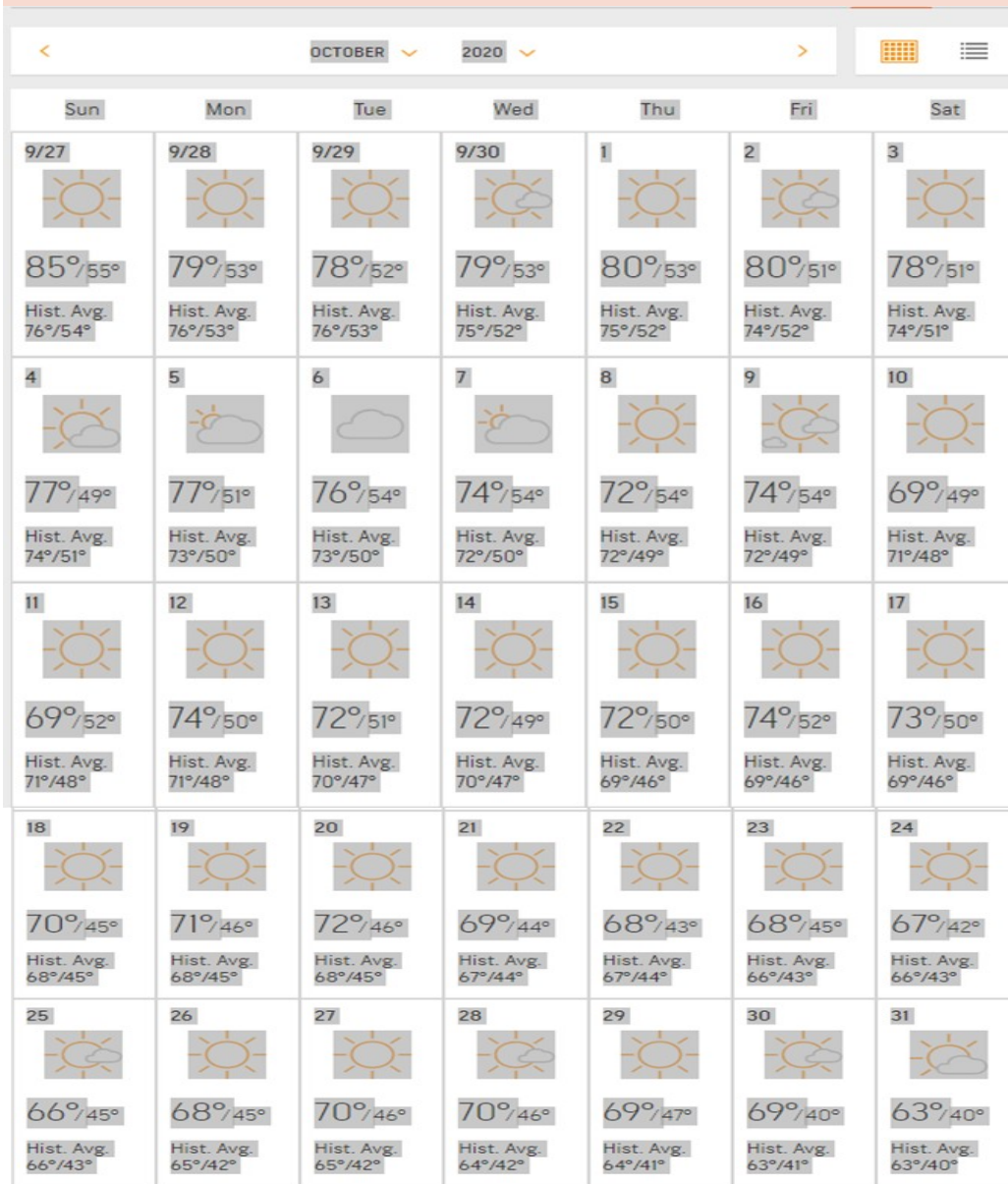
19th Century - Americans start saying the word boss (taken from the Dutch word "baas")

1958 - Patricia Bays Haroski registers National Boss's Day with the US Chamber of Commerce in honor of her father who's birthday is 10-16

1962 - National Boo's Day Officially becomes a holiday thanks to Governor Otto Kerner

1979 - Hallmark starts offering National Boss's Day cards for sale

-National Today



WHAT IS A FLUFFERNUTTER

A Fluffernutter is a sandwich with 2 pieces of bread layered with peanut butter and Marshmallow fluff.

The sandwich was first created in the early 20th century after marshmallow crème was invented in Massachusetts. The sandwich is particularly popular in New England and has been proposed as the official state sandwich of Massachusetts.



DID YOU KNOW: BOARD MEMBER

Erica Nunez—Past President

1. How long have you been a member of the NMALA? 5 years
2. What is your best memory of the NMALA? Eating Burgers OUTSIDE with members during the Austin conference (see pic on page 3)
3. Where do you work and what is your role? Askew & White, LLC—Firm Administrator
4. What do you love most about your job? The people I work with, we are family
5. If you could live anywhere, where would that be? Virginia with my granddaughter
6. What is your biggest fear? Falling down a flight of stairs
7. What is your favorite food? I don't have one, I like to try different foods
8. What was your best family vacation? All of my vacations, no matter where we went, were great
9. What would you sing at Karaoke night? Raise Your Glass—Pink
10. Have you ever had a nickname? What is it? Yes - Tina
11. If you were a super-hero, what powers would you have? I would like to have Wonder Woman's Lasso. I would like for more people to tell the truth

The 1st week of October you will be receiving a cloth mask. Decorate the mask any way you would like. When you are done, send pics to Adrian. We will be voting on the best one and that lucky winner will be getting a prize. Deadline to enter your DIY mask if October 23.



STAND MATERIALS:

3" dia PVC pipe (7')
1" dia PVC pipe (22')
1" 90 degree elbow (8x)
1" tee (14x)
1" 3-way elbow (4x)
Hot Glue

DECORATING MATERIALS:

Black Spray Paint
Cheese Cloth (Grade 10)
Black Acrylic Paint
Plastic Skeleton
Plastic Skull

TOOLS USED:

Hot Glue Gun
Hacksaw
Scissors
Bandsaw (NOT REQUIRED)

For detailed instructions, go to:

https://thewickedmakers.com/wp-content/uploads/2020/09/WickedMakers_CandySlide_Plans.pdf



Heather's crew, Emmitt Smith & Princess Leia, Payton & Shelby, Princess Leis & Shelby, Tessa & Shelby



On the left - Sadie, Brian Letherer's Dog,

On the right - Rex, Zelda & Maggie, Shannon Hidalgo's dogs



October 22 is Make a Dog's Day and October 29 is Cat Day—Here are some easy treat recipes for your animals

For Your Dog

Ingredients

1 cup pumpkin puree
2 eggs
1/3 cup peanut butter natural, NO Xylitol or sugar substitutes
2 cups whole wheat flour all purpose can be used instead
1/2 tsp pumpkin pie spice or cinnamon (check your pumpkin pie spice or make your own - NO nutmeg, can be toxic to some dogs)

Instructions

Preheat oven to 350F. Line a large baking sheet with a silicone baking mat or parchment paper.

In a large bowl, combine pumpkin, eggs, and peanut butter. Stir until completely combined.

3. Add in flour and pumpkin pie spice (or cinnamon) - stirring just until combined.

Lightly flour a flat surface and roll out dough to one quarter inch, using flour as needed to keep dough from sticking.

Cut shapes out of dough and place on prepared baking sheet. Bake for 20 to 40 minutes - depending on desired level of crunchiness.

Remove treats from oven and let cool on a cooling rack. Store in an airtight container for up to 1 month in the refrigerator or 6 months in the freezer.

For Your Cat

Cheesy Homemade Cat Treat Ingredients

Makes approximately 50 - 55 treats (depending on how big you cut the pieces).

3/4 cup shredded cheddar cheese

1/3 cup grated Parmesan cheese

1/4 cup plain yogurt, vanilla yogurt, or sour cream *Note: We used vanilla yogurt.*

3/4 cup flour *Note: We used white whole wheat*

1/4 cup cornmeal

1/4 cup water, more or less

Instructions

Preheat oven to 350 degrees Fahrenheit.

Combine the cheeses and the yogurt (or sour cream), then add the flour and cornmeal.

Add enough water to create a workable dough.

Form the dough into a ball, then roll out to a square or rectangle 1/4 inch thick.

Cut into one inch sized pieces and place on a greased cookie sheet.

Bake approximately 25 minutes.

INSTRUCTIONS FOR DIY CANDY SLIDE

1. The first step is to cut all the pieces of PVC pipe you'll need. There are many different ways to cut PVC pipe. You can use a hacksaw, a PVC cutter, or really any saw or power tools you have access too. In our project, we started with a hacksaw then decided to switch to using a bandsaw. All of the measurements and the exact pieces you need are available in the FREE plans linked in step one. Definitely grab those! It's a PDF file you can download and print. The 3" pipe is the main "slide" and that gets cut to 7' long. The 1" pipe is used to build the "stands" that hold up the slide. It's designed to be 2' off the ground at the bottom and 4' at the top. This provides an ideal height for kids to retrieve their candy at the bottom end and also enough angle so candy slides properly and doesn't get stuck inside the pipe. We did LOTS of tests and nothing got stuck!
2. There are two stands, a short one for the front and a tall one for the back. They're essentially the same design but the taller one has an extra section at the top for the added height. The bottoms of each stand are made up of a handful of connectors and pieces of pipe to create a stable base. At the top of each stand, there's a "H" shape that holds the larger pipe. In the parts list, there are PVC connectors that are used to connect all of the small pieces of PVC that you just cut. In the video, we tried gluing all the parts together but soon realized we did NOT need the glue. You can dry fit the pieces together and they'll stay just fine. It also makes it easier to disassemble and store later on if you don't glue them together. With all your parts cut, you can use the detailed diagram in the free plans to assemble the stands!
3. Since the larger pipe is round and slick, it will slide right off the stands. We need to create two small "lips" for it to stay on the stands properly. To make these, cut a 1" strip from the extra 3" pipe and then cut it in half. Put some hot glue on the inside of the halves and then press them onto the bottom of the pipe. This creates just enough of an edge that you can now rest the larger pipe on the stands and it will stay there. (Note: We attached it more securely with the "mummy wrap" in our design. Whichever way you decorate it, we recommend making sure this is secure so nobody accidentally knocks it off.) This is entirely optional, but depending on the decoration and aesthetic you're going for, this is the ideal time to paint the stands and/or the main pipe! We used two coats of simple black spray paint.
4. You've now got a perfectly functional candy slide! You can stand six feet away and send candy sliding down to trick-or-treaters! But, it's kind of boring looking, isn't it? Here's the fun part: now you get to decorate it!! We designed it specifically so you could decorate it anyway you like! Witches, spiders, ghosts, vampires, pumpkins, skeletons, mummies, you can do anything to make your Candy Slide unique! we turned ours into a mummy skeleton and put a skull at the bottom so the candy slides out of it's mouth right into the kid's baskets. IT WAS SO MUCH FUN! We used cheesecloth and dyed it with black tea bags and some black acrylic paint to make it look old. We then wrapped a plastic skeleton and made it look like he's holding the slide. You can see the whole decorating process in the video as well as our "test run" with the neighborhood kids. (They're all family and close neighbors who are together all the time.)

