



September 2020

A Chapter of the Association of Legal Administrators

*New Mexico Association
Of Legal Administrators
Newsletter*

EVENTS & MEETINGS

September 03 - 12:00 NMALA Board Meeting vis ZOOM, everyone's invited

September 07 - Labor Day!

September 09 - 3:30 NMALA—Diversity & Inclusion: 60 Tips in 60 Minutes. Sponsor: Letherer Insurance Consultants

September 13 - Grandparents Day!

September 23 - All Day! LEMONADE Event



Interesting Washington Law

There is No Sasquatch
Poaching.

National Holidays

- Sept 03 - National Skyscraper Day
- Sept 04 - National Lazy Mom's Day
- Sept 05 - National Pizza Day
- Sept 06 - National Read a Book Day
- Sept 07 - National Beer Lovers Day
- Sept 09 - National Wiener Schnitzel Day
- Sept 11 - National Make Your Bed Day
- Sept 12 - National Chocolate Milkshake Day
- Sept 13 - National Blame Someone Else Day
- Sept 14 - National Coloring Day**
(See last page)
- Sept 16 - National Guacamole Day
- Sept 18 - National Cheeseburger Day
- Sept 19 - National Dance Day
- Sept 20 - National Queso Day
- Sept 22 - National Ice Cream Cone Day
- Sept 26 - National Pancake Day
- Sept 27 - National No Excuses Day
- Sept 28 - National Neighbor Day
- Sept 29 - National Coffee Day
- Sept 30 - National Love People Day



Schedule:

09.05 SAT vs ELP
09.12 SAT vs SLC
09.19 SAT vs COS
09.23 WED vs RGV
09.26 SAT vs ELP
09.30 WED vs SLC



HELPFUL PLACES/TOPICS ON NATIONAL ALA'S WEBSITE

White Papers—identifies hot topics that are currently trending in the industry from COVID-19 to Client Cost Conundrum.

Here is the link:

<https://www.alanet.org/education/research/whitepapers>

Don't forget about the Legal Management Magazine which reports on topics in 5 knowledge areas. Here is the link to the July/August magazine:

<https://www.alanet.org/education/publications/legal-management-magazine-current-issue>

**We also have a New Executive Director—April Campbell—
ALA's the first female executive director.
Congratulations April!!**

DON'T LET ANYONE DULL YOUR SPARKLE!

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

Email Heather at:

[heather@
doughtyalcares.com](mailto:heather@doughtyalcares.com)



**Nancy Guthrie's dogs
Hope & Jelly.**

HELPFUL ZOOM TIPS

Help Zap Zoom Fatigue:

1. Use your phone, not your computer. Can be less stressful showing up in voice only.
2. Don't schedule back to back meetings. Give your brain a chance to switch gears.
3. Take a break between meetings and get some fresh air and drink some water. Also try doing some jumping jacks or take a brisk walk.
4. When you are on a Zoom meeting, and you are using your phone instead of the computer, you will focus on listening.
5. Make sure your home office is different from your living area. That boundary between work and home can be important.

Zoom can zap our energy and our brains. It can also beat down our bodies. Sitting for long periods of time make us feel a lot worse about life when we don't have a break room or co-workers to roam over and visit.

Take care of yourself!

-Psychology Today

Blasts From the Past

**Nina Patel and
JR Rael with
Leah Pelletier**

Thanks for the
Pictures Leah!



**You are braver than you believe,
and stronger than you seem, and
smarter than you think.**

10 Things to Prep Your Home for Winter

1. Install Weatherstripping on your home's exterior doors.
2. Install a door sweep.
3. Seal attic air leaks.
4. Close the damper when your fireplace is cooled.
5. Add attic insulation.
6. Install a programmable thermostat.
7. Set the temperature manually—and leave it.
8. Seal furnace ducts.
9. Replace furnace filters monthly.
10. Keep your furnace running smoothly.
11. Insulate the hot water heater if it is older. The utility co. has instructions.
12. Lower the hot water temperature.
13. Plug household leaks.
14. Insulate hot water pipes.
15. Use your window coverings.

CHAPTER OFFICERS

Penimah Silva - pcs@fbdlaw.com President

Adrian Salazar - asalazar@rodey.com President Elect

Lynde Vera - lvera@indiancountrylaw.com Secretary

Glenda McGuire - GlendaM@klplawfirm.com Treasurer

Heather Artis - heather@doughtyalcaraz.com

Director of Education

Erica Nunez - enunez@askewwhite.com Past President





Our Business is Improving Yours

NMALA BUSINESS PARTNERS

Platinum Sponsor

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Letherer Insurance

Sabio Systems

LexisNexis

Thank you to all our business partners.

You are all wonderful!

DID YOU KNOW: BUSINESS PARTNER

LEAH PELLETIER—SABIO SYSTEMS

1. How long have you been a member of the NMALA? Since 2012.
2. What is your best memory of the NMALA? The networking events! Its great to connect with everyone on a personal level, vs. just business.
3. Where do you work and what is your role? Sabio Systems, we are a staffing agency that specializes in legal and administrative support, accounting and technology-based positions.
4. What do you love most about your job? The relationships I've built with companies and have developed many good friends!
5. What are your hobbies and interests? Enjoying gardening recently, love the outdoors, paddle boarding, fishing, yoga.
6. Who inspires you? Maya Angelou.
7. What is your favorite food? A bowl of green chili with beans and papas! (Duran's has the best in town!)
8. What was the first concert you ever attended? 311 & Lenny Kravitz.
9. What is something that we don't know about you? I don't like cheese.
10. Did you binge watch anything during quarantine? Connected, The Umbrella Academy, Explained, Shark Week!

*"IN THE DEPTH OF WINTER, I FINALLY
LEARNED THAT THERE WAS IN ME AN
INVICIBLE SUMMER." -ALBERT CAMUS*

COVID-19 CASES SEPTEMBER 1, 2020

	<u>CASES</u>	<u>DEATHS</u>
Worldwide	25.3M	848K
United States	6.04M	183K
New Mexico	25,352	779

COVID-19 Things to Remember:

- ◇ Don't get fooled by scams!
 - Contact tracers will reach out to you in 3 ways:
 - 1) via text message from the short code **50358**;
 - 2) via a phone call with the caller ID **NM Dept Health**;
 - 3) via the phone number **(575) 213-5533**.
- ◇ The New Mexico Environment Department (NMED) requires employers to disclose positive COVID-19 results provided to them by employees to the state within 4 hours of becoming aware. This should be sent to NMENV-OSHA@state.nm.us.
- ◇ Masks with exhalation valves or vents are not recommended by the CDC.
- ◇ Take a break from news and social media. It's good to stay informed, but constant news about the pandemic can be overwhelming.

DID YOU KNOW: MEMBER

ANNETTE MARTINEZ—EGOLF, FERLIC, MARTINEZ & HARWOOD

1. How long have you been a member of the NMALA? 1 year.
2. What is your best memory of the NMALA? The first meeting at Season's. Lunch was great and the Lobos coach was the speaker.
3. Where do you work and what is your role? Egolf, Ferlic, Martinez & Harwood, LLC. Firm Administrator.
4. What do you love most about your job? Working with the people in our firm and making a connection with the clients.
5. What are your hobbies and interests? I love the outdoors and visiting with my family and friends.
6. Who inspires you? My mom & son.
7. What is your favorite food? Cake.
8. What was the first concert you ever attended? Metallica, my sister had to take me because my mom made her, and my hearing has never been the same.
9. What is something that we don't know about you? I owned my own business at the age of 24.
10. Did you binge watch anything during quarantine? The Chi.
11. If you didn't binge watch anything, what did you do to pass the time during quarantine? I exercised.

8 Ways to Manage Anxiety at work:

1. Get away from your computer. Set a timer, get up and walk around every hour, even if it is in your own office.
2. Try Gentle Stretching at your desk. Move your neck and shoulders, bend down while seated and touch your toes.
3. Communicate with people around you or your peers. Sometimes it feels like you are going to implode. Don't be afraid to communicate!
4. Drink a lot of water it will make you feel healthy, centered and makes it easier to concentrate.
5. Check in with your breathing if you are feeling anxious. Breath in through you nose and out through your mouth.
6. Make yourself a list. Write down what you have to do. As you finish the task and mark it off your list, it makes you feel like you are in control.
7. Take a five-minute Mediation Break. Do the circular breathing discussed above. Takin time out send a message to your brain that it is time to relax and refocus.
8. Remember that it's a cycle. When you feel the worst, remember it will end, just keep fighting and treat yourself with respect. Take care of yourself!

-PsychCentral

LETTER FROM OUR PRESIDENT

Dear Members,

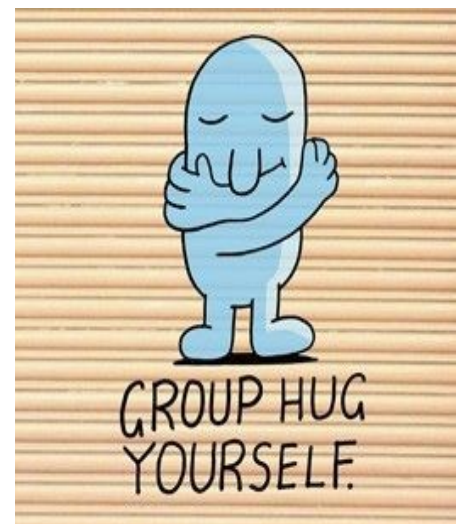
I hope everyone is doing well and staying safe and healthy. This newsletter is a fun way of staying connected. I hope everyone enjoys the newsletter as much as I do. This month the board sent out lemonade to the BP's and to members in honor of Lemonade Day. Who knew there was such a day, right? We hope you enjoyed your lemonade, because what do we do when life hands us lemons. We make lemonade.

The last month has certainly thrown some lemons my way, and thankfully, I have turned my lemons into lemonade. I am leaving Freedman Boyd and am starting a new adventure. I am joining a new law firm in September. I look forward to continuing to serve as President of NMALA. We have a great group. Thank you all for your support during this difficult year.

Penimah

CONGRATULATIONS PENIMAH!

Good Luck on your new adventure and we wish you the best success in your new role.



View previous newsletters on the [NMALA website!](#)

Goodreads Recommended Winter

Reading list:

1. Finding Hope in the Darkness of Grief—Diamante Lavendar
2. Quantum Roots II: Worm Holes—Kyle Keyes
3. Matching Configurations: Quantum Roots III—Kyle Keyes
4. Quantum Roots—Kyle Keyes
5. America's Daughter (Dancing Soul Trilogy, #2)- Maria Nhambu
6. Annabel Horton and the Black Witch of Pau —2—Olivia Hardy Ray
7. Samantha's Revenge—Andrew R. Williams
8. The Well House —M.S. Matassa
9. A Women to Blame—Vincent Panetti
10. The Well House II—M.S. Matassa
11. The Well House III—M.S. Matassa

DID YOU KNOW: BOARD MEMBER ADRIAN SALAZAR—PRESIDENT ELECT

1. How long have you been a member of the NMALA? 3 years.
2. What is your best memory of the NMALA? I really enjoyed getting to cook at the Ronald McDonald House.
3. Where do you work and what is your role? Rodey—Human Resources Manager.
4. What do you love most about your job? I love being able to help the folks I work with—both staff and attorneys.
5. What are your hobbies and interests? DISNEYLAND! Snowboarding! Hiking!
6. Who inspires you? Children. They have the best ideas if you only listen.
7. What is your favorite food? I have three. 1) Hamburgers; 2) Papas and red chili; 3) steak.
8. What was the first concert you ever attended? Garth Brooks. I was young, but remember the concert at Tingley well.
9. What is something that we don't know about you? I am extremely introverted.
10. Did you binge watch anything during quarantine? Michelle Lujan Grisham press conferences.
11. If you didn't binge watch anything, what did you do to pass the time during quarantine? See #7.

NMALA MEMBER NEWS

Janet Wulf -

Congratulations Janet on your new job in New Orleans. We hope Deutsch Kerrigan LLP loves their new COO.

Tonnie Noble -

Congratulations Tonnie for your new job position at the Rodey law firm.

**WE WISH YOU BOTH
ALL THE SUCCESS AND
HAPPINESS
IN THE WORLD!**

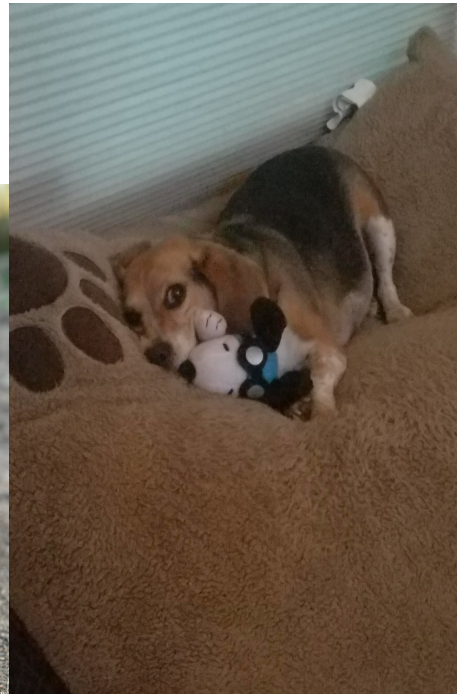


SEPTEMBER 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
8/30 91°/69° Hist. Avg. 86°/63°	8/31 91°/68° Hist. Avg. 86°/63°	1 89°/65° Hist. Avg. 85°/63°	2 89°/64° Hist. Avg. 85°/62°	3 90°/64° Hist. Avg. 85°/62°	4 91°/63° Hist. Avg. 85°/62°	5 90°/64° Hist. Avg. 84°/62°
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20 76°/49° Hist. Avg. 79°/56°	21 73°/50° Hist. Avg. 79°/56°	22 74°/52° Hist. Avg. 78°/56°	23 77°/61° Hist. Avg. 78°/55°	24 80°/55° Hist. Avg. 78°/55°	25 72°/49° Hist. Avg. 77°/54°	26 71°/49° Hist. Avg. 77°/54°
27 71°/48° Hist. Avg. 76°/54°	28 72°/48° Hist. Avg. 76°/53°	29 71°/49° Hist. Avg. 76°/53°	30 76°/51° Hist. Avg. 75°/52°	10/1 79°/54° Hist. Avg. 75°/52°	10/2 79°/52° Hist. Avg. 74°/52°	10/3 76°/47° Hist. Avg. 74°/51°

5 WAYS PETS HELP DURING A PANDEMIC

1. Talk to your pets, they pick up emotions and are great listeners. 2. Pets are funny—look to them for comic relief. 3. Take them for a walk—they need the exercise too! 4. Snuggle with your pet—it feels great, reduces depression and releases feel-good hormones. 5. Share the Sweetness—send your animal pics to friends and relatives. That will bring a smile to your face.

GET READY TO SMILE!



Glenda McGuire's dog Roxy on her 10th birthday.

Lynde Vera's dogs Zorro & Honey.

Annette Martinez's pocket Beagle Brownie.

HOW TO REDUCE THE STRESS OF HOMESCHOOLING

1. Simplify: Relax your homeschooling and productivity standards to a level appropriate for a worldwide pandemic. Turns out being a parent, teacher and having a fulltime job are three different jobs that cannot all be done well at the same time. Here are some mantras about simplification:
- I am not homeschooling. I am doing my best to help my kids learn at home during a crisis.
 - I am not "working from home." I am doing the best to work at home during a crisis.
 - I cannot be as productive as normal because these are not normal times. I will focus on what I can accomplish in just the next 24 hours and let go of what I cannot accomplish right now.



2. Structure: Keep calm and structure on.

- Now is not the time to clamp down and control your child's day. Now is the time to collaborate with your child on a schedule that works for the whole family.
- It is okay if your schedule does not go to plan every day. Every day is an opportunity to fine-tune what is working and eliminate what is not working.
- Your job as a parent is not to recreate an eight-hour school day. Your job is to help your child feel safe and do their best with the distance learning plan the teachers have provided.

3. Support: Get ahead of the meltdowns (and teach critical social-emotional skills too!)

- The antidote? Empathy. Research shows that empathy can calm the nervous system and re-engage the thinking and reasoning side of the brain. When you are in the middle of a meltdown, you might remind yourself of this using the following mantras:
- My child is not giving me a hard time; they are *having* a hard time.
- Behavior is communication, and my child is "telling" me they need support.
- The teachable moment about behavioral expectations is never in the "hot" moment. I must calm my child through empathy first.

-Greater Good Magazine

September 14th is National Coloring Day.

Take some time for yourself and color!



Shine
LIKE
stars
IN THE
universe