
MEETING NOTICE

Please read carefully as new information is contained in this Meeting Notice in reference to being held VIA ZOOM.



YOU ARE HEREBY NOTIFIED that

The Board of Directors of the Florida Association of Legal Support Specialists, Inc., will meet via email the week prior to the **ZOOM Membership Meeting on Saturday, October 24, 2020, at 1:30 p.m.**

The ZOOM **First and Second** Quarter Membership Meetings of the Association will be held **Saturday, October 24, 2020, at 1:30 p.m. [PLEASE LOG-IN AT LEAST 15 MINUTES PRIOR FOR ATTENDANCE CHECK-IN.]**

These meetings will be held via ZOOM. ZOOM Log-ins will be provided after registration has been paid. Due to COVID-19 our ZOOM Meetings must be paid in advance by the deadline date for log-in information to be sent.

At least ten (10) days prior to the meeting, all officers, committee chairs and chapter liaisons are to submit their reports via e-mail to the **Website Chair, Jennifer A. Volkmar, FRP**, at katalmor@aol.com; the President **Jill A. Williams**, at jillwill0407@yahoo.com and the President Elect **Mary A. Stevens** at maryinohio55@yahoo.com.

Members will be notified seven (7) days prior to the meeting, via a Report FLASH, that the reports are accessible online.

Each member will be responsible for printing their own Report Packet.

It will be the responsibility of any Officer, Committee Chair, or Liaison, who missed the deadline, to prepare

and distribute copies to members attending the meeting via email. So please turn reports in timely.

The original of all reports should be presented to the Secretary for filing, unless contained in the Report Packet.

Upon previous request, members without internet access will be provided hard copies of all reports at the time of registration.

Any items you wish to have placed on the Agenda should be submitted to President **Jill A. Williams**, and the President-Elect **Mary A. Stevens** the week before the ZOOM Membership Meeting on **Saturday, October 24, 2020**.