

NOTICE OF ANNUAL MEETING OF MALA

Pursuant to MALA Bylaws, notice is hereby given this 6th day of March, 2019 of the annual meeting of MALA to be held on **Friday, March 22, 2019 at 12:45 p.m.** at GranTree Inn in Bozeman, Montana.

New officers for FY 2019-20 will be elected during the annual meeting. ***IF YOU ARE UNABLE TO ATTEND THE ANNUAL MEETING***, please designate your choice of nominee and fill in the Designation of Proxy so another Active Voting MALA member can vote on your behalf for other matters during the business meeting.

On or before Friday, March 15, 2019, please email this form to Becky Henderson, ACP at bhenderson425@msn.com.

DESIGNATION OF PROXY

I, _____, an active voting member of MALA, hereby appoint _____, an active voting member of MALA, to serve as my proxy holder at MALA's annual meeting on March 22, 2019 in all matters except election of officers. My vote for officers for FY 2019-20 appears below.

DATED this ____ day of _____, 2019.

(original signature required)

NOMINEES FOR 2019-20 MALA OFFICERS

(candidate bios appear on the following page)

- | | | |
|------------------------|--------------------------|--------------------------------------|
| President: | <input type="checkbox"/> | Alisia Duganz, CP |
| | <input type="checkbox"/> | Crystal Montgomery-Kaler, ACP |
| Vice President: | <input type="checkbox"/> | Chelsea Wittmann |
| | <input type="checkbox"/> | Helen Hauerwas |
| | <input type="checkbox"/> | Phyllis Dahl |
| Secretary: | <input type="checkbox"/> | Olga Bobko |
| | <input type="checkbox"/> | Velvet Truzzolino |
| Treasurer: | <input type="checkbox"/> | Melissa Beyer |
| | <input type="checkbox"/> | Terry Hale, ACP |
| NALA Liaison: | <input type="checkbox"/> | Amanda Hewitt |
| | <input type="checkbox"/> | Michelle Harelson |

Bios of Candidates

President:



Alisia Duganz, CP grew up in Southern Oregon. She moved to Montana in 2007 to attend the University of Montana School of Journalism, graduating with honors in 2011. After a stint as a small-town journalist, Alisia moved to Bozeman to work as an intern at the Goetz Law Firm. Alisia quickly discovered her passion for the legal field and decided to become a paralegal. Alisia is now a certified paralegal. She loves trial work and has assisted on several jury trials, specializing in electronic courtroom presentation. Alisia is routinely asked to speak at continuing education seminars about trial preparation, trial presentation and case management from the paralegal perspective. Alisia sits on the Professional Development Committee of the Montana Association of Legal Assistants & Paralegals and is a member of NALA and the Paralegal Section of the Montana State Bar Association. Alisia is a presenter for MALA during CP Review Course and MALA's Annual Seminar. Alisia lives in

Bozeman with her husband Patrick and her five-year-old son Grayson. Her hobbies include teaching yoga at a local studio once a week and tending to her many indoor plants (aka "the jungle").



Crystal Montgomery-Kaler, ACP is the Office Manager/Paralegal Supervisor for the Milodragovich, Dale & Steinbrenner firm in Missoula. She began her career in the legal industry as a Judicial Assistant to the Mineral County Justice of the Peace, Judge Davis. This position sparked her interest in the legal field, so she graduated from the University of Montana-Missoula with an A.A.S. in Paralegal Studies with High Honors. While continuing to work full-time as a paralegal, she graduated from the University of Montana with a B.A. in Sociology, and a minor in Criminology. She has continued her education in the paralegal field by obtaining the Certified Paralegal designation and Advanced Certified designations in Discovery, Trial Practice, Social Security Disability, and Criminal Litigation from NALA. Crystal has acquired a broad experience in complex litigation, trial preparation and presentation, and

electronic document management. Her primary experience is in the areas of medical malpractice, wrongful death, personal injury, complex anti-trust, products liability, insurance defense, family law, social security disability representation, and criminal defense. Crystal has been a member of MALA since 2006 and has served on the board in all positions except President and MALA Liaison to the Paralegal Section. Crystal has also served MALA on various committees over the years. Crystal is the Co-Chair for the Pacific Northwest Chapter of International Practice Management Association and is the Director for the Healthcare Paralegals Federation. She is also a member of NALA, the Paralegal Section of the State Bar of Montana, and the Society of Human Resources Management. Crystal serves as a member of the UM-Missoula Paralegal Advisory Board. She enjoys teaching the UM-Missoula Paralegal students a crash course in Trial Practices & Tips for Paralegals. When Crystal is not working, she enjoys reading, knitting, attending rodeos and horse competitions, and visiting her grandsons. Crystal also finds time to operate her custom jewelry design business, where she specializes in one-of-a-kind wedding creations.

Vice President:



Chelsea Wittmann is a native of North Dakota who relocated to Missoula for college in 2004. She has a bachelor's degree in Wildlife Biology from the University of Montana, and while she is not using this degree in her current position, she is an avid naturalist and outdoorsman. After a decade of work in law enforcement jobs she went back to school and earned a Paralegal Studies degree at the Missoula College. Chelsea initially worked for a small family law office and is currently a Legal Assistant at Garlington, Lohn & Robinson in Missoula, where I primarily do medical malpractice work. She has been affiliated with MALA since February of 2017. She has been involved with MALA committee work ever since she became a member; serving as a member of the Membership Committee and serving as the Job Bank Chair.



Helen Hauerwas specializes in tax, estate planning and probate matters. Helen has a Bachelor's Degree in Business Administration from the University of Montana with an emphasis in Accounting and Finance. Prior to joining Bjornson Jones Mungas, Helen was a paralegal with Reely Law Firm and Garlington, Lohn and Robinson. Helen also was a tax preparer for over 10 years. She has more than 14 years of experience in probate and estate administration and more than 19 years in accounting, finance and tax. Helen has served on the MALA Board as a past Treasurer and has served as a member of the MALA Membership Committee.



Phyllis Dahl started her legal career with Habedank, Cumming, Best & Savage, a general practice firm in Sidney, and worked there for 22 years as a bookkeeper and legal secretary. She kept busy working and raising their three daughters, but also served on a fundraising committee for the Foundation for Community Care. After the law firm dissolved, she worked for Edward Jones Investments as a Branch Office Administrator and was a member of Lions Club. Her family moved to Billings in 2004, where she obtained a paralegal certificate from MSU-Billings. She has worked for Patten, Peterman, Bekkedahl &

Green for 14 years. She was a member of the Billings BlueBlazers for several years, promoting new businesses in the Billings area. She served on the MALA Membership Committee from 2011 to 2016. She keeps busy with family, as well as the family farm and ranch business back in Sidney. Her three daughters are grown and she has an adopted dog and a cat who adopted her. She enjoys spending time with family and traveling.

Secretary:



Olga Bobko has been working as a legal assistant for over 4 years at Crowley Fleck PLLP and has recently taken a position with Montana Rail Link as the Manager of Contracts Administration and assisting the attorney for MRL. She loves working in the legal field and using her talents to help others. She has obtained a paralegal certificate from MSU in 2017, and is working on her associate's degree in paralegal studies. In her spare time she works with her husband on their screen printing and embroidery business. Olga has served as MALA's Montana State Bar – Paralegal Section Liaison as well as on the Membership Committee.



Velvet Truzzolino is an insurance defense litigation paralegal at the law firm of Milodragovich, Dale & Steinbrenner, P.C. She has been working in the legal field as a paralegal, legal assistant and Notary Public for 14 years. Her career in the legal field began when she enrolled in the A.B.A. approved Paralegal Studies program at the Missoula College of Technology in 2000. Upon earning her A.A.S. degree in 2003, Velvet became a member of MALA and worked as a civil litigation paralegal. Aspiring to enhance her education, Velvet returned to school in 2005. While attending college at the University of Montana, Velvet interned at A.S.U.M. Legal Services which gave her a diverse array of experience in the legal system. While working with law students, she performed

paralegal and secretarial duties in civil litigation, family law, criminal law, name changes and landlord/tenant matters. Upon graduation in 2008, Velvet earned a B.A.S. degree from the University of Montana emphasizing in Communications, Political Science and Philosophy. She then worked for a personal injury, social security and workers' compensation firm before finding her true passion seven years ago - using her impressive organizational skills to juggle a busy defense litigation schedule at the Milodragovich law firm. Velvet was born in Butte, Montana and is proud of her family's tradition of Truzzolino Tamales, although she leaves the cooking to her Uncle John in Butte. When Velvet is not working hard at the office, she is a busy single mom raising her two children, volunteering her time to local service organizations and enjoying the company of her friends and family.

Treasurer:



Melissa Beyer is a paralegal at Milodragovich, Dale & Steinbrenner. She has been working in the legal field as a paralegal for almost two years. She graduated from the University of Montana-Missoula College with an A.A.S. in Paralegal Studies in May, 2017. Melissa completed her paralegal internship with Milodragovich, Dale & Steinbrenner and shortly after graduation she was offered a full-time paralegal position. She works on a variety of different legal matters, but specializes in family law, criminal law, general civil litigation, and insurance defense. Melissa has been a member of MALA since she was a paralegal student, and she is also a member of NALA. Melissa was born in Woodstock, Illinois and gradually moved to Montana during her childhood. When Melissa is not working, she loves to keep busy running, hiking, and spending time with friends and family.



Terry Hale, ACP, is a Criminal Investigator with the State of Montana Public Defender's Office in Missoula, Montana who has over 23 years of legal experience in a multitude of practice areas. Ms. Hale has been a member of MALA since 1996 where she has served as President, Vice-President, NALA Liaison, and on all committees and is the outgoing President. Ms. Hale has been a member of NALA since 2002 where she served on the NALA Board of Directors as Region 8 Director from 2009-2013, NALA's 2006-2007 CEC Committee and as the 2007-2008 Chair of NALA Campus LIVE! She serves as a member of the UM –Missoula Paralegal Advisory Board. In 1996, she received her AAS Degree in paralegal studies and in 2014 her BAS in Sociology with an emphasis in Criminology. Ms. Hale received her CP designation from NALA in 2006, Trial Practice ACP designation in 2007 and Criminal Litigation ACP designation in 2015. Ms. Hale received recognition over the years for her professional accomplishments including two NALA Making a Difference Awards, a NALA Affiliate Award, and a West Educational Publishing Award. She was an adjunct faculty member of the UM – Missoula College where she taught Law Office Management and classes on writing resumes, cover letters and professional portfolios. Ms. Hale has been a speaker for MALA, NALA, the State Bar of Montana and other paralegal organizations on a variety of topics including judgment and analytical ability, communications, team building and leadership, criminal and civil litigation, ethics, trial preparation, cover letters, resumes and professional portfolios and stress management. She is a published author in NALA's magazines *Facts & Findings* and *Career Chronicle*. Ms. Hale is the Treasurer for the VFW Post 209 Auxiliary as well as XSports4Vets. She loves spending time with her husband Steve, four amazing children, four beautiful granddaughters, two handsome grandsons and in her spare time she enjoys baking, gardening, teaching yoga and anything outdoors.

NALA Liaison:



Amanda Hewitt is from Bermerton, WA, and attended high school in Dillon, MT. She has been a MALA member since 2015 and a State Bar member since 2016. She graduated with an Associate Degree in Paralegal Studies in 2014. After an internship at Milodragovich, Dale & Steinbrenner in 2014, she began working as a paralegal with Browning, Kaleczyc, Berry & Hoven. Amanda currently handles mostly transactional work. She also has experience in civil litigation, family law, workers comp, environmental law, estate planning, and probate. She enjoys spending time with her son. Together they enjoy outdoor adventures like hiking and kayaking. Amanda also enjoys sports, reading and cooking. Amanda has served on many MALA committees and is the current Secretary.



Michelle Harelson graduated with a B.A. in paralegal studies and a minor in psychology from the University of Providence (formerly UGF) in 2005. She is a member of MALA, NALA and the State Bar of Montana, Paralegal Section. Michelle is currently studying and planning to take the new format of the NALA CP Exam. She works for the Fergus County Attorney Office as the Legal Assistant/Office Manager and works with 4 attorneys. One of the primary duties includes e-filing as the 10th Judicial District Court is one of the e-filing pilot courts. Michelle has worked for solo attorneys, a small law firm and a large law firm and has experience in multiple areas of practice including family law, estate planning and probate, collections, mental health commitments, guardianships, assisting in the formation of small businesses, personal injury, property law, and civil litigation. Michelle is a single mother and lives in Lewistown with her 6 year old daughter and her 22 year old son is attending college in Great Falls. Michelle is a central Montana native and enjoys cooking, baking, making chocolates and truffles, reading, quality time with her children and anything outdoors. She is excited to obtain NALA's 103rd CP in Montana in 2019. Michelle has been involved in multiple committees every year of membership in MALA, including 2 years as the Secretary. She looks forward to serving MALA again in 2019-2020!