

# LEGAL MANAGEMENT

THE MAGAZINE OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

## What's Happening at Headquarters?



### ALA CALENDAR

#### JANUARY 9-10, 2015

ALA Board of Directors Meeting  
Sheraton Old San Juan Hotel & Casino  
San Juan, Puerto Rico

#### JANUARY 19, 2015

Martin Luther King Jr.'s Birthday  
U.S. federal holiday; ALA headquarters office closed

#### JANUARY 21, 2015

##### 2 P.M. CENTRAL TIME

##### Webinar on Sending Effective Email Messaging

Email is the boon of the modern world and the bane for most people working in it. It's a great means of communication, but are we writing what we mean, and meaning what we write? Learn how to write a meaningful subject line, how to focus your message, proofread it and a host of other etiquette email tips that will allow you to make better use of this amazing tool.

Questions about this event? Contact [Peggy Siems](#).

#### JANUARY 28, 2015

Today is National Fun at Work Day in the United States.

### EDUCATIONAL TAKEAWAY FROM ALA'S PHILADELPHIA BUSINESS OF LAW CONFERENCE:

*The key to being successful is taking action on things you can control and recognizing that you should walk away when you cannot — focus so that you can keep moving forward.*



## HEADQUARTERS UPDATE

*"In addition to [ALA's] new brand, we will also have a new home, the address still to be determined," writes Oliver Yandle in his January 2015 Big Ideas column. "Although our decision to move was not entirely our own (a major corporation plans to take over our office complex, requiring us to relocate), we are excited by the opportunity to reimagine our work environment, which in turn, should spark more collaboration and innovation among our employees."*

[Jump to Yandle's Big Ideas column to read his message in its entirety.](#)

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## OVERHEARD

The following was shared by an attendee of the ALA Business of Law Conference in Portland, Oregon:

*"The breakout sessions were very strong. Several topics were presented that gave me concrete information that will be useful to me in the coming months. Please know how very much I enjoy the ALA conferences! The education is always top-notch, the exhibit hall is extremely beneficial, and I enjoy learning from and bonding with my ALA colleagues! My hat is off to the planning committee and the ALA staff who manage to pull off these great events, time after time!"*

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## MEMBER BENEFIT

### YOUR TO-DO LIST: RENEW YOUR ALA MEMBERSHIP

Put your 2015 ALA membership dues renewal on the top of your to-do list. Take action now to guarantee another year of high-quality education, networking and career resources — including the new online courses. Print your personalized invoice for convenience.

[Sign in and renew your 2015 ALA membership dues.](#)

# DID YOU KNOW?

Through the Association of Legal Administrators' (ALA's) Value in Partnership program, members have access to resources and services from some nationally known companies. ALA members and their employers have the opportunity to enjoy the savings of special benefits these programs provide. To secure your benefits, identify yourself as an ALA member and provide ALA's customer number/code. In some instances, you may also be required to present your current ALA Membership Card.

*Check out the participating ALA VIP companies.*

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## HAVE YOU READ THE LATEST AC2015 BLOG POST?

The Annual Conference 2015 Blog is live with its first three posts from 2015 ALA Annual Conference & Exposition Committee Chair Lorri Salyards, CLM. Salyards introduces the theme of the conference and what attendees can look forward to at this year's event, including new features and experiential learning opportunities. Take some time to read the posts, and subscribe to the blog to be in the know about the conference's education, expo and networking.

*Check out the AC2015 Blog here.*

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## NOW ACCEPTING SPEAKER PROPOSALS

ALA is seeking your creative participation in designing conferences that optimize learning by providing the very best, high-level, relevant and thought-provoking ideas pertinent to the legal administration profession. Now is your chance to submit speaker proposals for the 2015 Business of Law Conferences and the 2016 Annual Conference & Expo.

Proposals will be reviewed based on the following criteria:

- Is the topic innovative and relevant?
- Has the presenter(s) received positive ratings in the past?
- Will the session appeal to seasoned administrators and managing partners?
- Is the session well organized and designed to meet the needs of this particular audience?
- Is the learning format new? Does it involve participants in meaningful application activities?



Please follow the new [submission guidelines](#) or send a question to [speakers@alanet.org](mailto:speakers@alanet.org).

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## FOUNDATION FOCUS: 2014 WRAP-UP

The Foundation of the Association of Legal Administrators is ALA's charitable, education and research affiliate organization that pursues advancement of the profession by sponsoring education, publications, research and worthwhile ALA Chapter projects. On behalf of the Foundation's Board of Trustees I want to share some highlights from 2014.

Thanks in large part to the support of ALA members and our business partners, the Foundation continues to play an important role in the educational programming of our Association through sponsorship of events like the David W. Brezina Memorial Session at the Annual Conference & Expo. During the 2014 conference in Toronto, Harry H. Schneider, Jr., from Perkins Coie provided a very thought-provoking and interesting session on pro bono legal services while talking about The Trial of Salim Ahmed Hamdan. It was a great story to tell, and highlights the value of pro bono work and giving back. Looking ahead to Nashville in 2015, we are very excited to introduce our members to David Meador for the David W. Brezina Memorial Session. David is a visually impaired professional golfer who believes that becoming a champion in life and business means you've got to find new ways to see and think. It is a session no one will want to miss.

In 2014 the Foundation also continued its annual Silent Auction, a very popular feature of the Annual Conference that serves as a major source of funds for the Foundation. In Toronto we experienced a record-setting response in overall auction activity. Our sincere thanks for everyone's support of this annual event. We look forward to an even more exciting Silent Auction in 2015.

The Foundation is providing support and funding to three ALA chapters – Indiana, Minnesota and Greater Phoenix-Valley of the Sun – as part of the Chapter Grant program. We were very proud of the Indiana Chapter for winning a 2014 IDEA (Innovation, Development, Engagement and Advancement) Award for their project: L.I.F.E. Beyond Shortridge, where they partnered with an inner-city school to help its students discover new careers in law. We look forward to being able to have a toolkit ready for other chapters to use to develop and implement a similar program in their area. In addition, watch for other notable developments in 2015 from the Minnesota and Greater Phoenix-Valley of

the Sun Chapter projects.

A key project we introduced this year was the partnership with the Legal Services Corporation (LSC). The LSC provides civil legal services to those who cannot afford legal representation, and the goal of this partnership is to provide their management staff opportunities to connect with our members and take advantage of myriad benefits that come from ALA membership. To date, close to 60 nonprofit members received complimentary ALA membership from the Foundation, and we hope to increase that number in 2015 and also work with the chapters to engage these members locally.

One project the Foundation is very passionate about is the Susan French Emerging Leader Scholarship Fund that was established by GLJ Benefit Consultants in memory of former ALA President, Susan French. The fund is in recognition of Susan's commitment to professionalism, dedication to the advancement of law firm administration, development of future leaders and record of long-term service to ALA. Members can apply to the Foundation for funds to assist them in developing leadership skills through ALA's educational offerings. We were very happy to award four scholarships to the Chapter Leadership Institute this past July and scholarships for two members to attend one of the Fall Business of Law Conferences. Watch for focused, marketing efforts for this great scholarship fund in 2015 as we continue to award deserving emerging leaders within our ALA membership with monetary support to attend ALA's educational offerings.

The Foundation Board of Trustees continues to provide volunteer leadership. Current 2014 Trustees include: Kris Oliveri, CLM, President (Ohio); Annette Ross, Vice President (California); Bill Migneron, Past President (Kansas); Patti Lane, CLM, Treasurer (California); Rita Alli, Secretary (Washington); Stephanie Hood (Boston), Teresa Walker, ALA President-Elect (Tennessee); and Oliver Yandle, ALA Executive Director.

We appreciate the continuing support of ALA members, business partners, firms, chapters and friends to further the Foundation's mission, and we encourage you to contact the Foundation or any of the Trustees to learn more. Find us at [www.alanet.org/foundation](http://www.alanet.org/foundation).



**KRIS OLIVERI, CLM**

*President*

*The Foundation of ALA*