

Association of Legal Administrators

LEADING THE BUSINESS OF LAW

REGION 6 NEWSLETTER

“If your actions inspire others to dream more, learn more, do more and become more, YOU ARE A LEADER.” – John Quincy Adams



CHAPTER LEADERS!

We’ve been notified by a few members of a phishing scam that appears to be targeting ALA chapter leaders. Here are a few tips to keep in mind when handling sensitive chapter information:

- **Verify the identity of the sender.** If the sender’s email address isn’t one you are used to seeing, reach out to the individual via phone for verification.
- **Never access chapter accounts using links sent via e-mail.** Links, while convenient, can be problematic. Always access the website of your financial institution directly through your web browser. Similarly, never share account numbers via e-mail.
- **Check all chapter accounts regularly.** Monitoring account activity regularly is the best way to ensure account security.
- **Act quickly.** If you discover your chapter has fallen victim to a scam, contact your financial institution and local authorities immediately. They will be your best resource to address the situation.

As always, do not hesitate to reach out to ALA headquarters staff or your regional leadership team with any questions or concerns.



Let’s hear a **ROUND OF APPLAUSE** for the Greater Los Angeles Chapter and this glowing testimonial from Adrian Adams, Esq., Managing Partner of Adams Stirling.

Dear GLA ALA,

Just a note to say how impressed I am with your organization. My firm administrator joined GLA-ALA and almost immediately our 17-lawyer firm benefited. Laura’s expanded network of professionals provided us with much-needed assistance from specialized law firm IT services to financial services and everything in between.

In addition to networking, your organization provided a solid foundation for Laura's personal and professional growth. Her educational opportunities expanded dramatically and she took advantage of them. As a result, Laura's contribution to our partner meetings has been invaluable. I am very pleased that Laura joined your organization.

Adrian J. Adams, Esq.

TIPS IF YOU ARE ATTENDING CLI THIS YEAR

- Have your chapter representatives attend separate sessions to gain as much information as possible to bring back to your board. Make sure to take good notes so you don't rely on your memory. Take photos of slides or charts, if easier!
- If you meet someone from another chapter who is attending CLI alone, consider inviting him or her to sit with you or your chapter at one of the sessions, luncheons or even to dinner. It is great for networking and you never know what kind of great new friendships you may gain!
- Take the time to introduce yourself to one or ALL of the current ALA Board of Directors – CLI is the perfect opportunity!

EDUCATIONAL OPPORTUNITY IN ARIZONA IN AUGUST



ALA Arizona Chapter Education Conference & Business Partner Symposium

August 16, 2017

Hyatt Regency Scottsdale Resort & Spa at Gainey Ranch

- Earn Education Credits
- Network with Colleagues
- Build Relationships
- Get Guidance from our Business Partners

For more information and to register online, go to www.azala.org.



2017 REGIONAL
Legal Management
CONFERENCES
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ALA REGIONAL LEGAL MANAGEMENT CONFERENCES

ANSWER THE CALL FOR VOLUNTEERS OR RECOMMEND SOMEONE

Apply for a Committee or Leadership Role Today

As with any association, volunteers are the heart of ALA. It is because of the dedication and expertise of more than 100 volunteer leaders that ALA is able to provide its members with the high-level education, networking opportunities and resources needed to effectively manage law firms.

ALA is looking for ambitious members who are interested in serving on one of its many committees or in a leadership role. Every position has a different level of responsibility and time commitment. Check out the [various roles and activities](#) for the standing committees, conference committees and leadership roles.

Apply to Serve: Self nomination is not only allowed, it is encouraged! Individuals interested in serving in a volunteer role within ALA should apply by *September 8*. NOTE: [President-Elect](#) and [Director](#) candidates are required to include a completed candidate questionnaire with their application. [Learn how to expedite the application process.](#) **APPLY NOW!**

Recommend a Colleague: Do you know a member of business partner that may be interested in a volunteer role? Submit their name by *July 31*. Shortly after receipt of your submission, ALA will reach out to the individual with the information regarding potential volunteer service and encourage submission of an application. **RECOMMEND A COLLEAGUE!**

REGION 6 TEAM WELCOMES OUR INCOMING PRESIDENTS

(continued from the May 2017 Region 6 Newsletter)

The May Region 6 Newsletter highlighted incoming Region 6 Presidents Terry Vickrey, CLM (Orange County) and Shaila Schaible (San Diego). This month's newsletter is highlighting Carolyn Smallwood, CLM (Greater Los Angeles),

Alice O’Hearn (Las Vegas) and Andrea D. Everage, MHR, PHR (East Bay).
Check out what they are saying about their upcoming year:

**Carolyn
Smallwood,
CLM**

**2017-2018
President,
Greater Los
Angeles**



It’s my honor to serve as President of GLA ALA for its 45th anniversary year, which is themed “*45 Years of Leadership*.” I’m so fortunate to be following in the footsteps of those who have built our chapter in to one of the largest and most recognized chapters at annual ALA awards banquets. This 45th anniversary year of “greatest hits” plans to continue that tradition!

After picking up the Elevate ALA Award in April at the Annual Conference in Denver, our chapter’s anniversary celebration began by saluting *45 years of volunteers* with the May 9 lunch honoring this year’s recipient of the chapter’s annual Maureen Varnes, CLM Memorial Volunteer of the Year (“VOTY”) Award: our very own Region 6 Representative, and the author of that Elevate ALA Award entry, Terri Oppelt, CLM, SPHR, SHRM-SCP.

On June 28, the chapter celebrated its anniversary and *45 years of networking* with members and VIP business partners at a sunset reception at the Jonathan Beach Club in Santa Monica. The *45 years of community service* is marked by the chapter’s 10th Annual Justice Jog through Century City benefitting CASA/LA on September 24, and our IDEA Award winning Business Partners’ Favorite Charity themed Holiday Lunch on December 12 at the Intercontinental Hotel. And last, but not least, *45 years of education* will be highlighted at our annual Employment Law Forum and Business Partner Exposition (“ELF”) at the beautiful Biltmore in downtown Los Angeles on January 20, 2018. This event will feature a keynote by attorney Richard Simmons, who literally writes the books for California Employers including the *Wage and Hour Manual* and the *Employment Discrimination and EEO Practice Manual*.

The times we live in now are stressful enough; GLA ALA can be relied on year after year as the local legal leaders’ connection to education, resources and networking, and that won’t change – even with an unconventional innovator like me at the helm this year. The success of our chapter is due to the feedback from our members, the hard work of our volunteer board of directors and

the generosity of our business partners. Thank you GLA ALA for giving me the opportunity to serve and for 45 years of stellar examples to follow!

Alice O’Hearn
2017-2018
President, Las Vegas



The four initiatives under my presidency are as follows: 1) to increase our chapter membership through a membership drive with our business partners; 2) to increase member participation in our monthly luncheons (through a larger budget for quality speakers); 3) to keep our retiring members engaged in our chapter so everyone can benefit from their vast experiences, and so they have an avenue for maintaining friendships within the legal community; and 4) to increase our chapter attendance at the Regional Legal Management Conference because it is such a great event and we’re fortunate it is in Las Vegas, meaning no travel expenses!

Andrea D. Everage, MHR, PHR
2017-2018
President, East Bay Chapter



The East Bay Chapter will focus its 2017-2018 efforts on engaging and invigorating its membership. We know and understand the value of networking. We’ve all heard: “My family doesn’t understand why I’m so tired and stressed when I get home;” or “my managing partner doesn’t know what I do all day.” And we’ve all benefited from fielding a call from another administrator (light or heavily seasoned) with an out of the ordinary question. We’ve all been there. However, we’re often hesitant to pick up the phone to call because we haven’t taken the time to build relationships. This is our mission.

In addition, we want to find ways to engage with other legal entities in our area to build educational alliances.

WHAT’S HAPPENING IN REGION 6

Since there’s nothing new to add to the Region 6 calendar published last month, we thought we would share some photos that have been submitted to us from various Region 6 chapters from their chapter activities held over the past couple of months.



June 22 Networking Event in Orange County



May 24 Mixer Event in Las Vegas



June 14 SF-Marin Food Bank Event





June 20 Annual Diversity Event



May 23 Arizona Prop 206 Presentation by Joe Clees





REGION 6 KEY DATES

CLI 2017

July 20-22, 2017, Hyatt Regency Minneapolis in Minneapolis, Minnesota

Regional Legal Management Conference – West (Regions 4, 5, & 6)
September 7-9, 2017, Las Vegas, Nevada

Large Firm Principal Administrators Retreat
August 3-5, 2017, Boston, Massachusetts

YOUR REGION 6 LEADERSHIP TEAM

- Shaun Morrison, Region Director – smorrison@allenmatkins.com
- Julie Logan, SPHR, SHRM-SCP, At-Large Director – julie.logan@ndlf.com
- Debra Burgos, Regional Representative – dburgos@bsfllp.com
- Shelley Strong, Regional Representative – sstrong@mofo.com
- Terri Oppelt, CLM, SPHR, SHRM-SCP, Regional Representative – toppelt@ktbslaw.com

Join us on Social Media!

Please follow and like Region 6 on Facebook at ALA Region 6 and on Twitter at @Region6Buzz.



Connect with ALA



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