



TULSA
Chapter

NEWS FLASH!!!!
See ANNE TURNER news on page 9!!!

The Legal Pad

2010-11, Issue 4 November - December, 2010

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A Veterans Day Message

by Greg Madden, Lieutenant Colonel, USMCR "Retired"



You may have heard of places like; Valley Forge, The Alamo, Gettysburg, Belleu Wood, Normandy Beach, The Chosin Reservoir, Viet Nam, Persian Gulf or Afghanistan.

You might have heard phrases like; "Uncommon valor was a common occurrence," "All gave some - but some gave all," "Freedom isn't free."

Throughout history, these places and phrases have highlighted what I believe to be the common thread among all those who serve now, or have served, in the military of the United States of America.

That common thread is personal sacrifice.

To recognize the value of this sacrifice, service to our country, we remember and celebrate our great Veterans and our freedoms on Veterans Day.

Each Veteran has, in his/her own way, made some type of sacrifice.

The reasons are many that any Veteran began the journey to make military service a part of their lives, and sometimes those reasons may be unknown, even to the individual. But somewhere along the way it becomes clear, the great value of this service and sacrifice. And the sacrifice is not limited to only the individual who wore the uniform but is shared by families, friends and communities.

Whether they served for a short time or made military service a career, whether they saw conflict or combat or sat behind a desk, fired a cannon, flew a plane, drove a humvee, patched a wound, each Veteran has sacrificed a part of him/herself in order to preserve our great American Freedoms.

That word "sacrifice" provides a guide for some ideas I would like to share that I hope you will consider.



See 'Sacrifice' at page 3

Your connection
to knowledge, resources and networking

Calendar of Events

November 9 11:00-12:30 7 Hidden Productivity Traps and How to Avoid Them Audio Conference
November 10 11:30-1:00 ALA Tulsa Chapter Board Meeting
November 18 11:30-1:00 ALA Tulsa Chapter Meeting
Health Care Update, Cyndi Benson, IIBT
November 20 Association Nominating Committee, Hyatt Regency O'Hare, Rosemont, IL
November 25-26 ALA Headquarters closed for Thanksgiving holiday

December 8 11:30-1:00 ALA Tulsa Chapter Board Meeting
December 16 11:30-1:00 ALA Tulsa Chapter Meeting

January 12 11:30-1:00 ALA Tulsa Chapter Board Meeting
January 19 1:00-2:00 Health Care Reform: What's Happening? (ALA Webinar)
January 20 11:30-1:00 ALA Tulsa Chapter Meeting
Employee Evaluations - Best Practices (facilitated panel)

February 9 11:30-1:00 ALA Tulsa Chapter Board Meeting
February 16 1:00-3:00 The Writing Wheel (ALA Webinar)
February 17 11:30-1:00 ALA Tulsa Chapter Meeting
Communication / Conflict Resolution, Sharon Gallagher

March 9 11:30-1:00 ALA Tulsa Chapter Board Meeting
March 16 1:00-3:00 Conflict Resolution: Why Can't Everybody Just Get Along (ALA Webinar)
March 17 11:30-1:00 ALA Tulsa Chapter Meeting
Non-Professional Compensation Strategies, Speaker TBA

A Look Ahead

*2011 ALA Tulsa
 Education Topics:*

May 22-25, 2011
April 23-26, 2012
April 15-18, 2013
May 19-22, 2014

*Collections; Laws Governing Social Media Use;
 Health Care & Alphabet Soup of Benefit Laws; Public Speaking*
ALA Annual Conference Orlando World Center Marriott, Orlando, FL
ALA Annual Conference Hilton Hawaiian Village, Honolulu, HI
ALA Annual Conference Gaylord National Resort National Harbor, MD
ALA Annual Conference Metro Toronto Convention Centre, Toronto, Canada

Sacrifice, from page 1

Security. Each Veteran has traded the security of life at home, time with family and friends, possibly jobs that provided for their families, in order to make a contribution to their country and to the preservation of freedom and security for all of us.

Action. Each Veteran had to take action on whatever ideas, feelings or convictions led him/her to take the oath of service. The defense of freedom will always require this action. Freedom cannot be preserved just by letting someone else take care of it.

Courage. For whatever reason, and sometimes the reason is unknown, it takes courage to cross the threshold from comfort and security of home to join others and possibly put oneself in harm's way in service to America. For many it took courage to set themselves apart from the rest...to do what most others would not or could not bring themselves to do.

Respect. Each person has a responsibility to share in this sacrifice. You may not wear the uniform but your support and encouragement shown to each person in uniform is an important contribution to America's freedom.

Individual. The preservation of freedom is the responsibility of all of us. It may be only the simple action of casting a vote or writing a letter, but that action is a great individual op-

portunity. It is a privilege given to those who are free. It is the banding together of individuals that makes us strong. It is understanding that we may not always agree, but we can appreciate another's opinion.

Freedom. This is by far the most important word to remember. It can never be said enough that, "Freedom isn't free." Sacrifice will always be necessary, since there will always be those who will attempt to deny us our freedoms.

Individual Responsibility highlights that freedom is not a right or an entitlement but is, in fact, a privilege -- a privilege that requires sacrifice. Never become confused about or complacent with what it takes to preserve freedom; it always comes at a high cost.

Country. We live in the greatest Country in the world regardless of what some may try to tell you. If in doubt, think about the many disasters that have occurred around the world in the last few years and the assistance our Country has provided. Yet when we experience our own disasters and challenges, we are left to ourselves to deal with them. *America the great!*

Finally there is:

Eternal Vigilance. We can never let up. We must echo this eternal vigilance to those who might not under-

stand that our freedom is a fragile privilege and it can be taken right out from under us, in front of our very eyes.

There are those who would rewrite history or distort the truth in order to promote their own ideologies. They would cause us to let down our defenses in order that they could take our freedoms. We must always remain vigilant.

Veterans Day is an opportunity for us to remember that freedom does not come from institutions or politicians; freedom comes from each of us and the sacrifices that so many have made over the years. *Frankly, I wish every day could be Veterans Day.*

Today there are many men and women who are wearing the uniform and are sacrificing to preserve our freedoms. Whenever you have the opportunity I hope you will thank a person in uniform for their service and that you would do so enthusiastically. And please don't ever forget, today and on every tomorrow there will be a need for sacrifice for the preservation of freedom and the preservation of this great Country of the United States of America.

Every Veteran knows: "We will often be tested, we will remain brothers & sisters forever, and to our Country and it's freedoms we will remain always faithful!"



Did You Know? Veterans Day is largely intended to thank *LIVING* veterans for dedicated and loyal service to their country. November 11 of each year is the day we ensure that veterans know we deeply appreciate the sacrifices they have made in their lives to keep our country free. In America, November 11th officially became known as *Armistice Day* through an act of Congress in 1926, and became a national holiday 12 years later. In 1954, President Dwight D. Eisenhower signed a bill proclaiming November 11 as *Veterans Day*. Congress passed legislation in 1968 to

move *Veterans Day* to the fourth Monday in October. However as it became apparent that November 11th was historically significant to many Americans, in 1978, Congress reversed itself and returned the holiday to its traditional date.

“We’re Stayin’ Alive”



Remember?!

Sincere thanks to our
ALA Tulsa Business Partners
who generously sponsored our 2010 Expo in March, and
who continue to participate with us in other ways. As it is
appropriate for your firm or organization,
please consider doing business with these companies.
Hats off to these business partners!



Remember?!

GREEN COUNTRY SPONSORS

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Professional Reporters**

Frontier Country Sponsors

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- Integrated Business Technologies
- Litgistix Business Solutions (*formerly The Copy Shop*)
- Oklahoma Attorneys Mutual Insurance Company
- Oklahoma Mailing Equipment
- Post Oak Lodge

**Platinum Chapter Award
for Value to Members**

Great Plains Sponsors

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- Beale Professional Services
- Consulting Ideas & Solutions
- Drake Systems, Inc.
- Electronic Dictation of Tulsa, Inc.
- IKON Office Solutions
- MidFirst Bank
- OPVEON Litigation Services
- Paychex
- Standley Systems
- Summit Recruiting, Inc.
- Tulsa Daily Commerce & Legal News
- University of Tulsa Legal Nurse Consultant and Paralegal Programs
- West, A Thomson Reuters Business

**Green Country’s Network
of Law Office Managers**

Kiamichi Sponsor

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Other Sponsor

Key Personnel



ALA Tulsa 2010 Community Challenge Weekend Stretched!

The first weekend in October was designated by ALA as Community Challenge Weekend. ALA Tulsa's Outreach Committee took that assignment one step further to dedicate the entire month of September as the Chapter's timeframe for CCW projects. Thanks to Andrea Everage and her committee: Cheryl Barrett, Janet Hall, Kevin Ann Mathews, Charlene Reid and Michelle Sims.

A Message From the Committee Chair

Thank you to all the firms participating in the 2010 Community Challenge Weekend! The Food Bank of Eastern Oklahoma and Dress for Success-Tulsa are the worthy organizations with whom we partnered. Due to your efforts, we collected about 597 pounds of food plus \$250 for the Food Bank, which equates to 2,526 meals for the hungry in Eastern Oklahoma.

In addition, you donated 22 wardrobe boxes of clothing items for Dress for Success-Tulsa! Andrea Everage was invited to participate in Dress for Success's annual Step Up To Success fashion show on September 24, 2010, at the Greenwood Cultural Center. Clothes for the event, emceed by Fox 23 news anchor, Chera Kimiko, were provided by Saks Fifth Avenue.

Not only is Andrea the Committee Chair, but she's also a runway model!!!!....



We completed our CCW projects by sorting and repackaging food for distribution at the Food Bank. Debra Cox, a business partner from Summit Office Staffing commented, *"I'm always glad when ALA invites vendors to participate in activities – but this one was particularly near and dear to my heart, since I have an Elementary Education degree. What a wonderful part the Community Food Bank plays in helping Tulsa children!! [It] just reminds us all that we have so very much to be grateful for – and I am also definitely most grateful for my ALA friends!!"*



....and she's a truck driver!!



Chapter members, family and friend plus a Business Partner who assisted in the sorting and repackaging of goods.

Region 4 Council Meeting Notes

by Laura Edwards, At Large Director & Reg Council Rep

I enjoyed attending the meeting; it enlightened me as to the job descriptions of the Regional Management Team and all the extraordinary individuals who fill these positions. Larry Smith, ALA Executive Director, attended, reporting that this was his first Regional Conference since joining ALA. He was impressed with our management team. This was a record setting Region 4 Conference with 236 registered.

Toni Beasley, Region 4 Director, reiterated how important our Business Partners are and how these successful conferences would not be possible without their support. She encouraged all our attendees to express their appreciation to the Business Partners. ALA Tulsa's own Jim Hoffmeister, Projects Officer, was praised for the wonderful work he did in handling the Exhibit Hall booth sales and setup.

A short summary of the meeting topics follows:

- ALA Membership Directory is now available online
- 2011 ALA Encyclopedia will soon be available to ALA members free of charge
- Improvements on ALA's website are coming
- Retreat Planning Plus – leverage resources from ALA staff to handle all your retreat planning – first class service
- ALA's Code of Professional Ethics is outdated so a task force has been commissioned to create a new Code which will be available later this year
- CLM Program has had record registrations for exams

Upcoming Events:

- Community Challenge Weekend
- PLMW – more Chapters have become involved
- March – Conference on doing business in China to be held in Chicago, speakers will share their lessons learned
- 2011 ALA Annual Conference May 23-26, 2011 at Orlando World Center Marriott and Convention Center, Orlando, Florida – Will be quite a few surprises; the Wednesday night gala event will be included in the registration price, is scheduled around Memorial

Day weekend so members can incorporate a vacation with the Conference

2011 Region 4 Conference, September 16-17, 2011, at Intercontinental Kansas City at the Plaza, Kansas City, MO.

The Region's drawing for scholarship awards for the 2011 Annual Conference in Orlando, to be awarded by the winning chapters to a first-time attendee from their chapters found Arkansas and OKC Chapters as winners. Each scholarship consists of registration + \$400 in travel expenses.

The Idea Exchange was my favorite part of the Council Meeting as it was a wonderful learning experience for me. Here are some of the ideas and suggestions shared:

- Change the concept from "Mentors" to "Peer Connection," it helps evolve leadership
- Funnel energy like mini-CLI, build momentum and recruit new members
- Transition dinner – invite top sponsors to meet new Board Members
- Roundtable discussions are very personal and educational, poll your new members for suggestions for roundtable discussions beneficial to them
- Educational speakers – consider using video-conferencing, quality, first class speakers
- Survey your members about what they want to get out of educational chapter meetings

PLMW discussion – Mile High Chapter sent brochures to firms with administrators who are not members of ALA. Larry Smith discussed broadening our effort to more than just one week of PLMW and trying to engage at regional, international and local levels. ALA wants this to be an ongoing effort. We need to educate lawyers regarding professional management in law firms. I look forward to hearing more on this in the future. There was also discussion as to the scheduling of PLMW in October.

Closing remarks from Toni Beasley included encouraging us to take something affirmative about ALA back to our firms. She encouraged us to be proactive

See 'Council' at page 7

'Council', from page 6

in sharing information to develop a stronger support within our firms for ALA. No matter how many conferences you attend you will always be able to bring back something new to your firm.

I continue to be impressed with the professionalism of ALA, and attending the Regional Council Meeting solidified this. It also opened my eyes to the incredibly hard work that goes into the Regional Conference planning. ALA is such a valuable resource filled with professional individuals plus endless knowledge and support for its members. I am very fortunate to have these resources available to me, and it became abundantly obvious to me how lucky our Tulsa Chapter is to have several seasoned leaders in place and to have them at our disposal!

2010 Region 4 Conference

A large contingent of ALA Tulsa members gathered with other ALA colleagues from our five-state region (Arkansas, Louisiana, Texas, New Mexico, Colorado, Utah and Oklahoma) to attend a stellar educational conference in Las Colinas, Dallas, Texas, on the first weekend in October.

An outstanding Business Partner Exposition, fun socializing and meaningful networking filled the event.

One attendee, Mary Chastain, shares these conference highlights:

> I was very impressed with the high level and variety of education provided this year. It was extremely difficult to pick between the sessions, they were all good! I attended excellent sessions including Partner Compensation, Financial Planning, Legal Marketing and Disaster Planning.

> I was pleased to see our own local talent continuing to share their knowledge with the rest of the Region. Thank you Jim Hoffmeister for a great session on Financial Planning and to Greg Madden for leading an informative roundtable discussion on Small Firm Issues.

> It was wonderful to spend quality time getting better acquainted with fellow ALA Tulsa members and especially in the beautiful setting of the Four Seasons Resort. It was a wonderful and productive weekend!

Mark your calendars for our next year's regional event which will be a combined conference with ALA's Region 3. It will be held September 16-17, 2011, in Kansas City, Missouri, at the Intercontinental Kansas City at the Plaza Hotel.



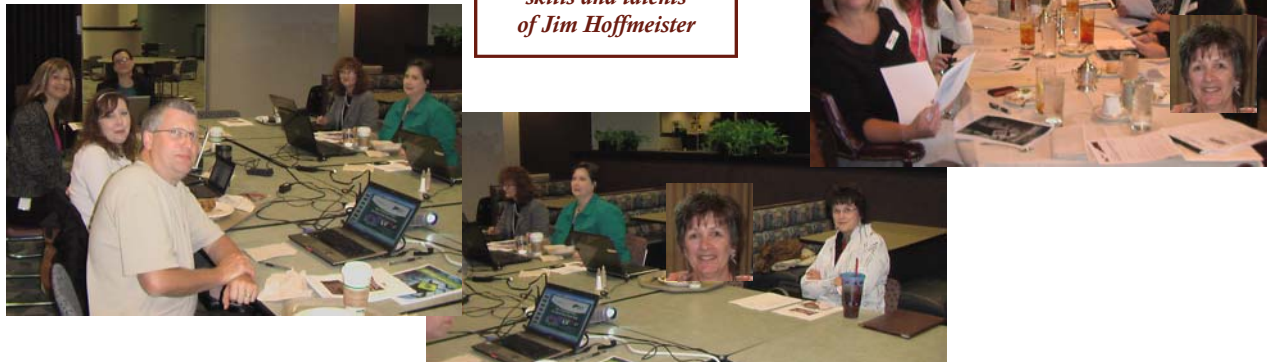
ALA Tulsa Programs

Financial Management

The Chapter's busy Fall included two high quality financial management educational sessions, both led by member, Jim Hoffmeister, CPA. The first session was comprised of a budgeting overview presented at the September Member luncheon. For those financial die-hards in the group, Jim then led a breakfast workshop lab in late October complete with provided Excel spreadsheets and a full analysis of the budget creation process. Jim's teaching was clear, understandable and relevant, and his generosity with his time and talent is much appreciated by the ALA Tulsa group.



ALA Tulsa members benefit from the shared skills and talents of Jim Hoffmeister



October Round Table Discussion (focusing on topics suggested by new members)

ALA Tulsa's October Chapter meeting consisted of a rousing Round Table Discussion covering topics specifically solicited from our five new members.

The meeting was very well received by those in attendance, and the feedback received has confirmed that the approach was appreciated and the discussion deemed valuable.



All the "Discussers"

Veterans Continue to Serve

As he has done for several years, ALA Tulsa's Greg Madden will participate in Claremore's Westside Elementary School's Veterans Day observance as an accommodation to the school's principal and because he believes in her cause of teaching children appropriate patriotic values.

Greg is also a member of the Leatherneck Motorcycle Club, comprised of all Marine Veterans. This year, as for many years past, the club will ride in Tulsa's Veterans Day Parade in downtown Tulsa on Thursday, November 11.



Anne Turner, Certified Legal Manager

"I PASSED!!!" was Anne Turner's message to me on Saturday, October 30. That was pretty different from the exhausted, brain-drained Anne who collapsed on my hotel room sofa on Friday, October 1, in Dallas after sitting through a multiple-hour CLM examination. *That* Anne reported that the exam she had just completed was brutal!

Becoming a Certified Legal Manager is strictly voluntary, and is open to all qualified legal administrators, members and non-members alike.

ALA's CLM program provides the opportunity to demonstrate you have mastered the knowledge, skills, and abilities to operate at a high level of expertise in the field of legal management.

The journey to attaining the CLM designation includes meeting the experience - and education-based eligibility requirements, passing a 100 question, multiple-choice examination, adhering to ALA's code of ethics, and fulfilling the continuing education/recertification requirements.

Certification adds a valuable dimension to your professional development. The content of the CLM exam covers all areas of legal administration, arming you with the knowledge necessary for day-to-day, hands-on involvement in all aspects of managing a law firm or legal department.

Certification:

>identifies you as a dedicated and experienced legal manager who understands the unique issues of managing your firm or legal department

>demonstrates your expertise in legal management and extraordinary commitment to the profession

>establishes you have what it takes to contribute to your firm's success.



Anne Turner CLM

ALA Tulsa's Anne Turner brought to the exam a solid education, relevant and extensive experience, serious preparation and a commitment to do her best. The result of it all?? She has earned the designation of CLM - Certified Legal Manager. Way to go, Anne!!! Congratulations from your peers your supporters and your friends. ALA Tulsa is proud of, and happy for, you!!



*Can you guess
the exam is over at this point?!*

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&
BOARD MEMBERS**

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Anne Turner^{CLM}

Charlene Reid

GREEN COUNTRY'S NETWORK OF LAW FIRM MANAGERS

ALA MISSION STATEMENT

The mission of the Association of Legal Administrators is to promote and enhance the competence and professionalism of all members of the legal management team; improve the quality of management in law firms and other legal service organizations; and represent professional legal management and managers to the legal community and to the community at large.

ALA also provides the *Legal Management Resource Center* (LMRC), <http://thesource.alanet.org>, an online resource answering legal management questions.

To learn more about ALA, visit www.alanet.org.

P.S. - The President Says...



Thanksgiving - the established holiday in November when citizens of the United States are called to observe a time of thankfulness.



*Judy Anderson
President*

Thanksgiving - an appropriate state of mind.

ALA Tulsa is more than half way through its chapter year and, as your president, I have oh so many reasons to be *ALA thankful*.

Thanks to a committed Board and a group of hard working committee chairs; to exceptionally good speakers this year for sharing with us their information and knowledge; to sold-out givers among our members and firms to benefit our CCW projects; to all our committee *members* who work behind the scenes without receiving a noted designation of "chair" or "head"; to members who support one another during the tough professional, or personal, days of our lives; to members willing to watch my back, to correct my errors and to catch my dropped balls; to members willing to teach and share both formally and informally; to members

who, due to choice or circumstance, don't participate in meetings but who support the chapter in other ways - with their dues, their encouragement, their enjoyment of the newsletter and use of other ALA resources; to new members who said *yes* to ALA and who are continuing to say *yes* to chapter and even regional activities; to members willing to take on the hard jobs; to members simply for being members.

And from a broader and even deeper perspective, thanks to all Veterans, both living and those not living, along with the framers of our Republic for providing me freedoms including the privilege to vote in an election to select leaders of my City, State and Nation.

Thanksgiving - perhaps a time to pause and consider life's priorities, a time to be truly thankful.

