ALA Association of Legal Administrators
TULSA Chapter

The Legal Pad

2010-11, Issue 6 March-April 2011

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The State of the Chapter

by Judy Anderson, President

Emerging from the powerful back-to-back presidential terms of Jim Hoffmeister, I began my year as ALA Tulsa President in April 2010. Positive groundwork had been laid by several influences:

→ successful 2009 and 2010 Legal Expos

→ several potential new members on the brink of signing ALA membership applications

→ a Chapter filled with tenured members having sound ALA histories and newer members open to the development of their own ALA spirit

With that beginning, any person would have been well poised for a productive term as president! And that beginning is what you presented to me on April 1, 2010. If you haven't yet received my thanks, please accept this: ***THANK YOU!*** Serving as ALA Tulsa president is an honor, an opportunity, a lot of work, fun and rewarding — ***it is a gift.***

If you're anything like me, it's very easy over the course of a regular, busy and chaotic day, week or month to have your head down working to the extent that you only see what is still left to do. You fail to see or appreciate all that has been accomplished!

So take a moment and remember with me ALA Tulsa's 2010-2011 year:

- In May 2010 we learned of these Chapter awards (in the Small Chapter category) resulting from the 2009 calendar year:
  - 1st Place—Chapter Websites
  - 1st Place—Newsletter Excellence
  - 1st Place—Recruitment & Retention (for our 2009 Member Retreat)
  - 2nd Place—Business Partner Relations (for our 2009 Expo)
  - PLATINUM Chapter status (at the top!) for chapter management effectiveness

- A lawyers' luncheon featuring Altman & Weil's Alan Olsen received first-class reviews. This speaker and session were a big win very early in our year. It is the first attorney event since the 1990s. But in June 2010 Tulsa's lawyers were reminded that ALA Tulsa is alive and well.

See 'State' at page 3

Your connection
to knowledge, resources and networking

Calendar of Events

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**
		The Latest Tips, Tricks & Traps in Legal Technology, Jim Calloway, Esq.
MARCH 24	***3:00-6:30 P.M.***	***ALA TULSA 2011 LEGAL EXPO***
		TCBA Office, 1446 S. Boston

April 13	**11:30-1:00**	**ALA Tulsa Chapter Board Meeting**
April 20	*1:00-2:00*	*Lockstep to Levels After the Dust Settles (ALA Webinar)*
April 21	**11:30-1:00**	**ALA Tulsa Chapter Meeting**
		The Administrator's Role in A/R Management - Jake Krocheski

May 11	**11:30-1:00**	**ALA Tulsa Chapter Board Meeting**
May 18	*1:00-2:00*	*Leasing: The Fine Print Implications (ALA Webinar)*
May 19	**11:30-1:00**	**ALA Tulsa Chapter Meeting**
		Laws Governing Social Media Use - Doug Dodd
May 22-25		***ALA Annual Conference & Expo, Orlando World Center Marriott, Orlando, FL***

June 8	**11:30-1:00**	**ALA Tulsa Chapter Board Meeting**
June 15	***1:00-3:00***	***Communicating Benefits to Reach & Engage Employees (ALA Webinar)***
June 16	**11:30-1:00**	**ALA Tulsa Chapter Meeting**
		Understanding ALA Tulsa's Annual Survey

July 13	**11:30-1:00**	**ALA Tulsa Chapter Board Meeting**
July 15-17		**Chapter Leadership Institute, Las Vegas, NV**
July 20	***1:00-2:00***	***Finance for the Non-Financial Administrator (ALA Webinar)***
July 21	**11:30-1:00**	**ALA Tulsa Chapter Meeting**
		Did I Say That? - Susan French

A Look Ahead

2011 ALA Tulsa Education Topics:	*Technology; Administrators' Role in Collections; Laws Governing Social Media Use; Public Speaking and More*
April 23-26, 2012	*ALA Annual Conference Hilton Hawaiian Village, Honolulu, HI*
April 15-18, 2013	*ALA Annual Conference Gaylord National Resort National Harbor, MD*
May 19-22, 2014	*ALA Annual Conference Metro Toronto Convention Centre, Toronto, Canada*

'State,' Cont'd from page 1

● Monthly chapter meeting educational programs planned by Greg Madden, Cheri Kempthorne and the balance of the planning team and committee have included:

>April—*401(k) Best Practices*, Kaci Dinsmore, Summit Financial
> May—*Digital Forensics & E-discovery in the Modern Legal Landscape*, Gavin Manes, Avansic
> June—*Wellness in the Workplace*, John Lieber, *Esq.*
> July—*Performance Execution Interviewing*, Jeffrey Magee
> August—*ABCs of Risk Management*, Jim Beavers, The Arrow Group
> September—*Budgeting With a Vision*, Jim Hoffmeister, member
> October—*Round Table*, discussion of topics requested by members
> November—*Health Care Update*, Cyndi Benson, IIBT, Ltd.
> January—*Employee Evaluations Best Practices*, Andrea Everage, and Michele Sims, members
> February—*Communication/Conflict Resolution*, Teri Aulph, Aulph Consulting

- ALA Tulsa was represented at Chapter Leadership Institute (CLI) in June by Anne Turner, President Elect, Jim Hoffmeister, Immediate Past President and Regional Officer, and Judy Anderson, President. CLI trains leaders in effective chapter management.

● In July a special program, *"Suicide Awareness & Prevention"* taught members valuable warning signs.

● Barbara Williams attacked the Survey Committee's work with vengeance. With support, counsel and help from Mary Chastain, Cheri Kempthorne, Jim Hoffmeister and others, she accomplished distribution of the 2010 compilation in time for administrators' review and use in 2010 fourth quarter planning.

● August 20-21 was our Member Retreat at Post Oak Lodge with much networking and fellowship. We also heard an outstanding speaker, Tracy Spears, speak on "True Colors," focusing on people/relationship skills.

● Our Business Partner Appreciation event was held September 21 with a record number of valued business partners and members gathering for a relaxing time of fellowship, food and fun.

● October 1-2 saw many of ALA Tulsa members travel to Dallas for Region 4's record-setting conference at Las Colinas at Irving. Because of our Legal Expo, each attendee was able to receive a partial scholarship! Jim Hoffmeister, as regional projects officer, assisted in that conference planning. Attendees came away refreshed, renewed and re-educated (*and Laura Edwards came away sick; but we're not counting that*!).

● October also saw *Community Challenge Weekend* ***Extended***. Under the guidance and direction of committee chair Andrea Everage and her Outreach Committee, collections and distributions were organized to benefit the *Food Bank of Eastern Oklahoma* and *Dress for Success*, two worthy and deserving local charities. Non-perishable food items totaling 597 pounds of food plus $250 (2526 meals) and 22 wardrobe boxes of clothing plus one model were our respective contributions. ***Thank you, ALA Tulsa members and your firms!***

● Rounding out our financial management training, a special breakfast workshop was held October 28 with Jim Hoffmeister walking us through a detailed spreadsheet focused on *Financial Plan Implementation.*

● During the Christmas holidays, Andrea Everage and the Outreach Committee crew organized the Chapter's "adoption" of two small families for whom we shopped, wrapped and delivered gifts and season's greetings. Several members invested a December lunch hour to wrap the gifts and prepare them for delivery.

● Under the direction of Past President and Membership Chair, Jim Hoffmeister, plus the nurturing and tutelage of other board and chapter members, we gained SIX new members. AGAIN, welcome to these valuable additions to the Chapter (*but remember that we no longer consider you "new" - now you're just part of the family!!):*

See 'State', page 5

"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

EasyTEL Communications
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BMI Systems, Inc.
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

Green Country's Network of Law Office Managers

Great Plains Sponsors
Admiral Office Express
AFLAC
Avansic E-Discovery & Forensics
Beale Professional Services
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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

Kiamichi Sponsor
Express Graphics

Other Sponsor
Key Personnel

'State' cont'd from page 3

Joy Anderson, Barbara (Barbie) Coleman, Michelle Cook, Donna Hantwerker, Chelsea Hill, and **Cheryl Medlock.**

●As 2011 began, several members worked to complete chapter submissions for the chapter awards program which showcases attention-worthy accomplishments for the 2010 calendar year. Our submissions include:

Business Partner Relations—Expo
Education Excellence—Financial Management
Membership Brochure
Newsletter Excellence
Recruitment & Retention
Visibility—CCW

We will learn the outcome of these submissions at the annual conference in Orlando in May.

● A few individuals among us who have risen to the top in personal and/or professional achievements:

→**Anne Turner** earned her Certified Legal Manager (CLM) designation

→ **Andrea Everage** was inducted into the Golden Key International Honor Society; graduated with a Masters in Human Relations at OU; was selected to serve on the next ALA Regional Management Team for Region 4; and was chosen for the next Leadership Tulsa class

→ **Judy Anderson** was recognized by ALA for 25 continuous years of ALA membership *(no work involved there—you just have to stay around for a long time!!).*

● In March 2011, we are looking forward to two HUGE events that will impact our future:

(1) the Nominating Committee has recommended and the Board has approved the slate of officers which will be presented for all-member vote at our Chapter meeting on March 17. Those nominated are:

President Elect—*Charlene Reid*
Secretary—*Cheri Kempthorne*
Treasurer—*Kevin Ann Mathews*
At Large Director—*Mary Chastain*
At Large Director—*Jim Hoffmeister*

If you look closely at this list, as I did, you will agree that it provides evidence of ALA leadership development among our "new-er" members. That reality helps seal the sustainability of our quality chapter!!

(2) **ALA Tulsa 2011 Legal Expo** will occur on **March 24, 3:00—6:30 p.m**. at the TCBA office. Several first time Business Partners and many loyal returning Business Partners are anticipating another ***win-win*** event. Our theme this year is **"Bracket Your Success,"** a timely theme for the March event date. "*March Madness"* conjures up visions of teams bringing together all the best they have to offer in an effort to successfully navigate the *bracket* that confers on them the winner's designation of *success.* With that in mind, Business Partners are invited to incorporate the basketball, March Madness and team ideas into any decorating or attire they wish. All attendees will be asked to vote on the "Best Overall Booth," with the winning sponsor being awarded a $250 discount certificate toward the ALA Tulsa 2012 Legal Expo. AND the Chapter is contributing a scholarship to the September 15-17, 2011 Region 3-4 Conference in Kansas City. ***ALL ALA CHAPTER MEMBERS WHO ATTEND EXPO WILL BE ELIGIBLE FOR THIS DRAWING!***

● Remaining steadfast throughout the year, being loyal and committed to attending chapter functions and to planning and working behind the scenes for the benefit of the Chapter when no one sees or knows about their work, is our board of executive officers and committee chairs:

Anne Turner—President Elect
Jim Hoffmeister—Immediate Past President
Charlene Reid—Secretary
Mary Chastain—Treasurer
Andrea Everage—At Large Director
Laura Edwards—At Large Director
Greg Madden—Education Committee Chair
Cheri Kempthorne—Co Chair
Barbara Williams—Survey Committee
Julee Thomas—Webmaster
Judy Anderson –President

● Our award-winning newsletter, *The Legal Pad*, has continued bringing regular editions to the desktop of our members, business partners and potential members. Those six regular issues, plus one bonus issue, can be found on the ALA Tulsa website, www.alatulsa.org.

ALA Tulsa is a vital, active and effective Chapter of professionals. The goals of ALA are played out through the efforts of many, many members as we work together bringing quality education to our members; developing beneficial relationship with Business Partners, colleagues and other legal-related associations; and well representing the legal management profession to the legal community and the community at large. We all share in this ***gift!***

ALA Tulsa 2011 Legal Expo

Take a break from the *Madness of March* and ATTEND EXPO!!

When: **Thursday, March 24, 2011**
3:00 to 6:30 p.m.

Where: **Tulsa County Bar Association**
(15th & Boston)

Theme: ***Bracket Your Success***

Details: **NO CHARGE FOR YOU TO ATTEND**
BE ELIGIBLE FOR DOOR PRIZES

This event is the single most important event of the chapter year. By their sponsorships, our Business Partners essentially fund the chapter's activities for the entire year. Because of them we are able to schedule and fund monthly meeting speakers, periodic webinars and conference scholarships. To add to the fun, sponsoring Business Partners will be using the basketball theme to decorate their booths and devise creative costuming for their attending representatives. ***Come join the fun****!!!*

Accept the challenge to help with 2011 Expo in these ways!

- Arrange for attorneys and members of your Firm's staff to attend the event and visit with Business Partners about their products and/or services
- Commit to attend the event on March 24!

Greg Madden has stated, "Business Partners don't come with the idea that they are going to make a sale during the event. They understand the exposure will help develop an interest for follow-up calls."

→ ALA Tulsa Chapter members will receive a gift card simply for attending!

→ Participating ALA Tulsa Chapter members' names will be entered in a drawing for a **scholarship** to the **2011 Regions 3-4 Conference in Kansas City**

→ Complimentary hors d'oeurves and beverages will be available for you

→ ALA Tulsa Chapter members will be eligible to win door prizes given by sponsoring business partners

DON'T FOUL OUT!!
Expo will be a SLAM DUNK benefit for you, your Firm and the Chapter!

Chapter Election of Officers—March 17, 2011

ALA Tulsa's annual election of officers will take place at the regular membership luncheon on March 17, 11:30-1:00 at the Summit Club's Empire Room. Our By-Laws require the presence of a quorum (35%) of our members and/or the written proxy vote of any member in good standing. Plan now TO ATTEND the meeting and register your vote AND to hear a first-rate speaker on a timely topic.

The Latest and Greatest Tips, Tricks and Gadgets for Lawyers and their Administrators

ALA Tulsa's March 17 Chapter meeting will feature Jim Calloway, *Esq.*, with the Oklahoma Bar Association. Don't miss this opportunity to hear information gathered from at least one full year of Jim's reading, listening and experimenting with devices, programs and all manner of technology. ***He's one of the best!!***

Coming Event: The Administrator's Role in A/R Collections

In April, our Chapter meeting will feature Jake Krocheski's presentation to raise our awareness of effective roles we can play in our firms to contribute to the bottom line. Mr. Krocheski, with Client Connection Inc., has over 25 years of experience as a management consultant to the legal profession. His expertise is in helping law firms of various sizes and practice areas develop accounts receivable management programs and client intake procedures. He has published several articles on A/R management for various journals including *The American Lawyer, Legal Management* and *Legal Times*. He is also the author of his organization's periodic newsletter providing educational ideas and tips. Jake is a frequent speaker to various legal management groups including ALA chapters throughout the U.S. He is based in Washington, D.C. and Dallas, TX.

Resource Articles

In keeping with our April focus on fiscal awareness, management and effectiveness and related to administrators having a positive financial impact on their organization, three articles have been added to the "Article Archive" list on the ALA Tulsa Chapter website at http://www.alatulsa.org/category/newsletters/.

1. *The Do's and Don'ts of Making Tech Hardware Purchases at Law Firms*
2. *Soft Cost Recovery—What is the Future in the "New" Economy?*
3. *Conscientious Cost-Cutting—Building a Strategy to Reduce Expenses Across the Firm*

Each of these articles is authored by Rob Mattern, President of Mattern & Assocites LLC, support services and cost recovery advisors that service mid-size and large law firms. Mattern & Associates is a supporter of ALA including involvement at ALA Annual Conference and Exposition, presenting educational sessions for chapter events, and publishing in ALA's *Legal Management* magazine. Contact him at rmattern@matternassoc.com or www.matternassoc.com

OFFICERS & BOARD MEMBERS

President
Judy Anderson
President Elect
Anne Turner[CLM]
Past President
Jim Hoffmeister
Secretary
Charlene Reid
Treasurer
Mary Chastain
At-Large Directors
Andrea Everage
Laura Edwards

COMMITTEE CHAIRS

Education
Greg Madden
Cheri Kempthorne
Membership
Jim Hoffmeister
Newsletter
Judy Anderson
Mary Chastain
Outreach
Andrea Everage
Salary/Benefits Survey
Barbara Williams
Webmaster
Julee Thomas
Retreat & BP Appreciation
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….*

Judy Anderson
President

It is often heard that the office of PAST president is the one most coveted in chapters. While I understand the logic and emotion of that, I can't say I agree with it for myself.

Yes, the opportunity to take a breath may be welcome. But no ALA Tulsa leader in any role really steps back. The roles change but the goal is for all members to assume a leadership function of some kind at all times, through an executive office, committee chair, committee assignment, or ad hoc project. I appreciate all helpers past and present, but here's a tip of my hat to *some* of our past leaders, ALA Chapter presidents who preceded me:

1978	Phil M. Rumley, *Dec'd*
1979	Barbara Bond
1980	Barbara Bond
1980	Phil M. Rumley, *Dec'd*
1981	Janice C. Averill, *Dec'd*
1981	Sandra Hunt
1982	Sandra Hunt
1982	Morris H. Noftsger
1983	Morris H. Noftsger
1983	Jim Shirley
1984	Jim Shirley
1984/1985	Cheryl L. Bauer
1985/1986	Esther Turner
1986/1987	Judy A. Anderson
1987/1988	Judy A. Anderson
1988/1989	Judith C. Wilson, *Dec'd*
1989/1990	Judith C. Wilson, *Dec'd*
1990/1991	Kevin L. Jeter
1992	Morris H. Noftsger
1993	Susan L. Lyons
1994	Judith C. Wilson, *Dec'd*
1995	James H. Hoffmeister
1996	Mary L. Chastain
1996/1997	Judy A. Anderson
1997/1998	Barbara Williams
1998/1999	Marge Kauffman
1999/2000	Mary L. Chastain
2000/2001	James H. Hoffmeister
2001/2002	Susan Lyons
2002/2003	Greg Madden
2003/2004	Judy Anderson
2004/2005	Dana Krauss
2005/2006	Andrea Everage
2006/2007	Floris Hills
2007/2008	Greg Madden
2008/2009	James Hoffmeister
2009/2010	James Hoffmeister

This one has been a trip to remember;
I plan to stay around.

Judy Anderson

Celebrating 40 YEARS 1971 - 2011
ALA® Association of Legal Administrators

ALA Association of Legal Administrators
Platinum Level Chapter
2009