

The Legal Link

2021 Winter Issue



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Chapter



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- 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.

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President’s Message

By Connie Straw

Welcome 2021!!

Well, we have finally rounded the corner into 2021. It would be fabulous if we could wave a magic wand, and everything would go back to normal... or even near normal. But, alas, normal is almost certainly still quite a way off.

Along with the new year comes our invitation to our Business Partners to renew their sponsorships.

We know it is a lot to ask given the struggles they have faced with their own companies during this pandemic and the fact that we have not been able to host our regular networking events for them.

In the interest of bolstering the value of sponsorship benefits, the Business Partner Relations Team put together **some additional perks to help bridge the gap and keep information about our Business Partners in front of our members –**

even when we cannot meet face-to-face.

These enhancements include:

- **One virtual networking event for Diamond, Platinum and Gold Business Partners.** These will be the same format as the Zoom events we have hosted throughout this past fall. The representatives from one Business Partner get some exclusive time in front of our members.
- **Chapter member participation in a charity event of the Business Partner’s choice for Diamond, Platinum and Gold Business Partners.** We look forward to supporting our Business Partners as they support the causes important to them.
- **Publishing Business Partner ads and logos during our monthly Chapter meetings** while we continue to use a Zoom format. Screensharing at its best!
- We also plan to **send monthly emails to all**

President's Message (continued):

Chapter members highlighting one **Business Partner** and providing a link to their website.

- Finally, we would like to **extend an open invitation** to all of our Business Partners **to attend the educational sessions during our monthly Zoom Chapter meetings.**

The whole idea is to offer our Business Partners as much exposure as possible in this crazy, virtual environment and to keep us all connected as much as possible.

We look forward to our Business Partners renewing their sponsorships for 2021 and taking advantage of all of these benefits.



Connie Straw
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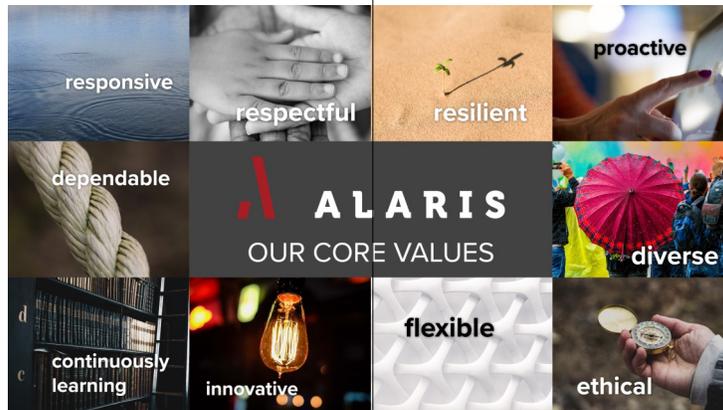
Cheers to a New Year!

By Debbie Weaver, Alaris Owner and CEO

Happy New Year! We made it! I could not be prouder of what we have accomplished in the past year, but I am even more excited as we forge ahead into the future.

As many people do at the start of a new year, I like to assess what we did well in the past and think about how we can do even better now. What always rises to the top of my mind are our core values.

It may not be news that our values are the pillars of every decision we make. They are the foundation of who we are, and not only keep us grounded, but also push us to go above and beyond for our clients, each day. We are a “say yes” culture and want to keep it that way—to help and serve our clients in any way we can.



So how can we use our values to grow in 2021?

We can continue to be:

Responsive and dependable. I am proud of how quickly we respond to our current and potential clients. We are here 24/7, because not every client works a standard 9-5 job (we certainly do not), and we honor and respect our clients’ time. We know how to act promptly and professionally, making difficult things seem easy. And if we could make 2020 seem easy, we surely can continue that path in 2021.

Resilient and innovative. I have no doubt that the world will continue to change, and we must be willing to change with it. With new ways of working in this post-COVID-19 world, we need to be able to move quickly from Plan A to Plan B to deliver stellar customer service. We are constantly upgrading our methods of work to make sure our ways of communicating include the latest technology and processes so we can work better, faster.

Ethical and respectful. No matter what the new year

brings, our integrity has always been top notch, as we treat people with respect and fairness. That will never change. We believe in the inherent values of all human beings, and we will stand up for our customers, employees, and vendors. In 2021, this will continue to be a big emphasis as we listen, encourage, and lend a helping hand to those around us. This not only includes our client work, but it

also includes our dedication to our local charities and volunteer work.

Proactive, continuously learning, and flexible. Not many of us could have forecasted what happened last year, but we can learn from our experiences to help us move forward. We are continuously learning, discovering

new and more efficient ways of doing things, and we have a flexibility to evolve our methods to provide the best experience for our clients. Our team is constantly being trained in new technologies and is ready to respond and adapt. My team’s resilience is admirable, and I appreciate their willingness to pivot, learn, and move forward for the greater good.

Diverse. One of the most important values we have as a team is diversity. We respect and celebrate each viewpoint that is brought to the table, as it enriches and strengthens our team. We are committed to an open and diverse workplace, believing that all people have equal value. This will continue to be a focus in 2021, as we dedicate ourselves to being a force for good for ourselves, our clients, and vendors.

2021 has many exciting things in store for us all, and I am excited to be a part of this company, for all our dedicated team members and clients. I look forward to tackling whatever is next with all of you—because I know that together, we can do anything.





The Cryptocurrency Conversation

Technology continues to evolve, and the pandemic showed us more than ever that the reliance on technology is here to stay.

Although Remote Working, Cloud Computing, Automation, AI, Digital Strategies, and much more are all relevant conversations, this article will focus on **Cryptocurrency**.

In 2020, we had to give some thought to cash and the role it plays in our life. It is germ infested, a challenge to trace and we experienced a shortage. You can take all of that how you want but the truth is, **the future of cash is uncertain.**

Internally, we witnessed the power of this on January 1, 2021 while watching DOGECOIN. We learned of the backstory of how it came to exist, and we literally watched it double right before our eyes. And then triple – all within hours.

Did you know:

- The cryptocurrency market value is expected to reach \$1,758.0 Million by 2027.
- In the second quarter of 2020, there were 18.42 million Bitcoins in global circulation.
- Bitcoin was valued at \$9,165 at the end of June 2020. It broke \$30,000 as we entered 2021 – **just SIX months later.**
- The blockchain technology market is expected to reach nearly \$40 billion by 2025.

Another form of cryptocurrency is used for payment in recovering from ransomware. This is what forced us to become experts on the subject years ago. Our clients and our communities deserve our expertise. Sure, we can keep your computers protected and safe but having us as your trusted



IT partner gives you far more than that.

Our team is positioned to take you to the next level – and that might very well mean working together with you to have a full Cryptocurrency plan.

While our primary focus is Cybersecurity, Managed IT Services, Professional Services, vCIO Technology Consulting and VoIP solutions, our vision is “To be the trusted leader in World-Class IT Solutions.” So that means we need to be experts on this topic, too.

Here’s how nerdwallet.com defines cryptocurrency:

“Cryptocurrency is a form of payment that can be exchanged online for goods and services. Many companies have issued their own currencies, often called tokens, and these can be traded specifically for the good or service that the company provides. Think of them as you would arcade tokens or casino chips. You will need to exchange real currency for the cryptocurrency to access the good or service.

Cryptocurrencies work using a technology called blockchain. Blockchain is a decentralized technology spread across many computers that

The Cryptocurrency Conversation (cont)

manages and records transactions. Part of the appeal of this technology is its security.”

It is extremely complex, and we could go into detail for quite some time on options - how it likely is going to be used in the future and why it is essential for you to know about - but we will save that for another day.

If you want to have a more in-depth discussion,

we welcome a call at 833 YOUR PCA; we would be happy to have a conversation.

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By Ted Clouser
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Member Profile: Staci Coleman

Tell us about your background, where you grew up and then transition into your career.

I grew up in West Memphis (or Memphis across the river). My mom was a teacher, and my dad was a teacher, a coach, a sign-maker, sporting goods store owner, a championship bar-b-que'r, a golf course designer, a carpenter, and the president of the World Gar Fishing Association.

There was never a dull moment in my house growing up. I moved to Jonesboro to attend school at ASU and really fell in love with this little town. I have never regretted staying, and I love that I'm only an hour away from all my old haunts in Memphis. I floated through several careers before stumbling into legal, and I'm glad to have my varied previous experiences. I like to think they have positively impacted my ability to do my job now.

Tell us about your family.

I have been married to my husband, Roy, for almost 22 years, and we have 2 daughters, Molly and Ally. My hubby retired 6 months ago after 35 years in law enforcement and is now working in security for the Federal Courts. We are still learning our new normal post law enforcement. Our oldest, Molly, is a junior at UCA, and our baby, Ally, is in 9th grade. We have a small farm with a few horses and cattle, and we are hoping to be able to begin selling beef this spring or summer.



How did you begin your career in the legal field?

Completely by accident. My degree is in Management Information Systems, and following graduation I went to work for a small software company. While there, I was the in-house technical writer, client support back-up, and in quality assurance (I got to break the software on purpose). I hated working in IT. Loathed it. I quit. Following the birth of my second daughter, my husband decided we needed to be a 2-income

family again. I sent my resume to a staffing agency, and before the end of the day, they called with a position in a law firm for a billing specialist/in-house IT. I still hated IT, but I was open to the challenge of legal billing. I ended up loving legal billing. My previous firm had a very diverse set of attorneys, and my job was always a challenge. In 2016, Paul McNeill separated from our previous firm, and I asked to move with him to RMP. This was one of the best decisions I have made in my professional life. I have now been working in legal for 15 years and hope to be around for many more.

What are your main responsibilities?

Billing and, in general, keeping our small office chugging along.

How would your attorneys and staff describe you? Hopefully, fair.

What is the best professional advice you ever received? Be fair, be honest, be open.

Member Profile (cont): Staci Coleman

What is the most interesting job you ever had?

I hand painted billboards while in high school. But I am deathly afraid of heights, so they were removed, painted on the ground, and reinstalled. I was also a makeup artist once upon a time. I can do a killer 90's smokey eye.

What do you like best about being a legal administrator?

There is never a dull moment. It may not always be fun, or easy, but it is never the same.

If you weren't a legal administrator, what would you do?

Hairdresser maybe, or realtor, or genealogist, or....I have no idea. I'm still trying to figure out what I want to be when I grow up.

What are your outside activities?

Cooking, genealogy, touring cemeteries, DIY projects, reading. I can always find things to do.

What do you enjoy most about your affiliation with ALA?

Hands down, making connections with other members. This is such a supportive group, and I know if I ever have a question, I can turn to you guys. I also enjoy hearing from our speakers, whether they are our business partners or other experts, I always feel like I learn something new.



How has ALA benefitted you? See above.

My friends describe me as... always open for an adventure or shopping

Someone I really admire is... My mom. Always grace under pressure, she can easily see multiple points of view, and never has been one to complain. I constantly remind myself to be more like her.

My favorite quote is... "If you're feeling low, don't despair. The sun has a sinking spell every night, but it comes back up every morning."
– Dolly Parton

(Continued on next page)

Member Profile (cont): Staci Coleman

My favorite book is... Being Dead Is No Excuse: The Official Southern Ladies Guide to Hosting the Perfect Funeral by Gayden Metcalfe, Charlotte Hays. I laughed until I cried - many times over.

My favorite musical artist is... Billie Holiday, George Strait, Ozzy Osborne, Violent Femmes, Niall Horan, Post Malone. Any 80's alt-pop or hair band. I'm all over the place.

What is your favorite word? Travel. I'm ready to go again!!!

What is a word you dislike? Can't. Although, I struggle with this myself.

A sound or noise I love is... Velcro. It's from years of being a law enforcement wife. There truly is no better sound than knowing the shift is over and all is well.

A sound or noise I hate is... anything loud or scraping. I hate scraping- it makes my eye twitch.

My favorite trivia fact is... Hattie Caraway was the first woman elected to serve a full term as a US Senator. She served from 1931 to 1945 and was from Jonesboro. She began her service after the death of her husband in 1931 but was elected in 1932 in a special election.

Outside of my family, my most treasured belonging is... a DeGrazia painting I inherited from my great-aunt and her recipe cards.

My favorite daydream or fantasy is... Winning the lottery and buying a house on a secluded beach. And, my husband liking said beach.

My favorite movies are... The Princess Bride, Monty Python and the Holy Grail, The Wizard of Oz, Oh Brother Where Art Thou, The Secret Life of Bees

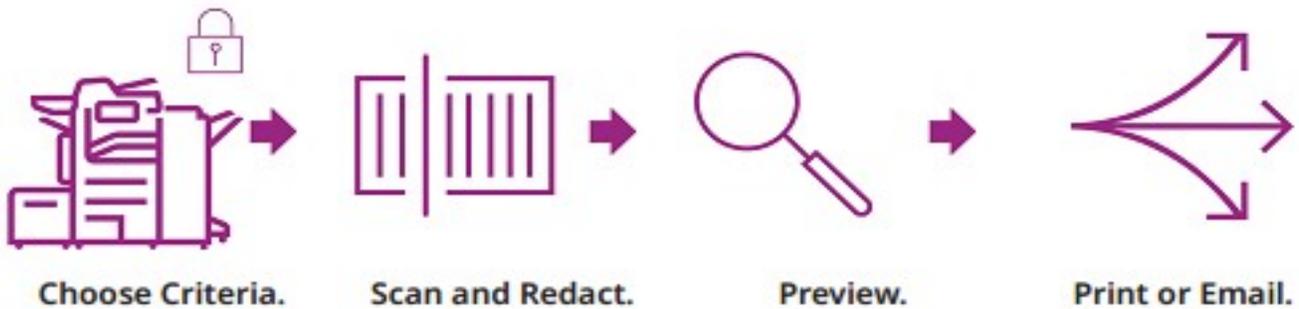
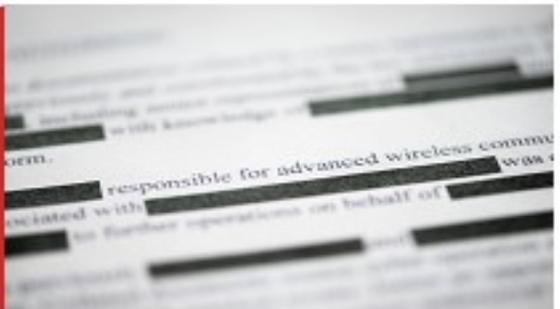


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 Love,
 Juli Dickinson
 + Ben

This is the gorgeous bowl donated by the James Hayes family for the Annual Meeting Auction.

We will auction it at the next Annual Meeting.



Many Thanks to Michelle Tyree for obtaining it.

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Minimizing the Impact of COVID-19: A Menu of Ideas for Lawyers

This resource serves as a reference for law firms seeking to evaluate risk exposures associated with COVID-19. The content is not intended to represent a comprehensive listing of all actions needed to address the subject matter, but rather is a means of initiating internal discussion and self-examination. Your law practice may be different from those addressed herein, and you may wish to modify the activities and techniques noted herein to suit your individual practice and client needs. The information contained herein is not intended to establish any standard of care, or address the circumstances of any specific law firm. It is not intended to serve as legal advice appropriate for any particular factual situations, or to provide an acknowledgement that any given factual situation is covered under any CNA insurance policy. These statements do not constitute a risk management directive from CNA, nor do they constitute a binding contract. No organization or individual should act upon this information without appropriate professional advice, including advice of legal counsel, given after a thorough examination of the individual situation, encompassing a review of relevant facts, laws and regulations. CNA assumes no responsibility for the consequences of the use or nonuse of this information.

Introduction

Lawyers must be adaptable. In standard practice, lawyers will adapt to changing laws, regulations, technology, economies, clients and offices. Few attorneys were prepared to adapt to a pandemic. In today's legal environment, lawyers have been required to chart a changing course in order to provide competent legal services to their clients. The information provided here is intended to identify some of the potential effects of the pandemic on the legal profession, as well as some strategies to consider in addressing those impacts. Individual law firms should, of course, consider and evaluate the strategies noted herein and determine whether they are appropriate to their practice, including consultation with retained professionals on various topics. The highlighted circumstances created by the public health crisis are set forth below, as well as some steps that may be pursued to address these circumstances:

Law firms have transitioned to a network of home offices overnight creating susceptibility to gaps in communications.

To address this situation, law firms may consider the following steps:

- Updating clients with any changes regarding availability or contact information.
- Ensuring that physical mail is collected and answered in a timely manner notwithstanding a reduced office presence.
- Verifying that firm employees have reliable access to calendaring and communication systems.
- In the absence of a personal shredder, saving sensitive documents for later shredding at the office, rather than destroying them or recycling them at home.
- Using phone or video calls in lieu of in-person meetings to communicate with prospective clients and screen others seeking to defraud the firm.

The increased use of remote technology has placed client data at risk and produced an uptick in hacking incidents.

The following activities may help to mitigate the possible consequences of remote technology on client data:

- Adjusting data security protocols in view of the greater reliance on personal devices or home WiFi networks.
- Requiring employees to use a VPN when accessing firm servers remotely.
- In the absence of face-to-face meetings, conveying highly sensitive communications in a telephone call, rather than an email.
- Scrutinizing the security of video-conferencing tools before using them to transmit confidential client information.
- Educating firm employees on the latest phishing attacks and the importance of maintaining vigilance in a more relaxed home environment.
- If the firm is forced to downsize, considering measures to wipe client data from employee devices remotely, including instructions to return or destroy physical materials.

(Continued on next page)

Some courts have extended deadlines, while others have not, and scheduling depositions and client meetings has become more difficult.

In order to alleviate scheduling complexities, law firms may wish to consider the following:

- Checking court websites routinely to monitor changes in court rules and procedures.
- Ensuring that support staff is keeping up with quickly changing deadlines through interactive engagement with staff, especially since many firms have been forced to reduce headcount.
- Notifying clients of scheduling and deadline changes in a timely manner.
- Despite increased flexibility by some judges, not assuming the extension of any deadline.

The pandemic has produced a surge of statutory and regulatory changes related to employment, tax, and landlord tenant laws, among other areas.

The strategies below may help to navigate this new legal terrain:

- Remaining abreast of changes to the law and ensuring that colleagues understand these changes.
- Maintaining regular communication with clients to provide updates and help to prevent client uncertainty from turning into fear.
- Consulting with experienced employment law counsel as integral to their plan to reopen, if the firm previously closed a physical office.

The demand for services in certain areas of practice may wane as businesses delay or abandon prior plans, and consumers become more cost-conscious.

In response to these shifts in client demand, law firms may consider the following:

- Watching for red flags indicating that a client has unrealistic expectations regarding costs or the likelihood of success.
- Resisting the temptation to dabble in unfamiliar practice areas.
- Adhering to established conflict of interest procedures and declining new business or additional work, where necessary.
- Recognizing where ethical obligations may require withdrawal, even in a lucrative engagement.

More business transactions will fail to be executed or produce adverse financial results, leaving some clients looking for someone to blame.

In order to avoid this possible exposure, firms may consider these safeguards:

- Defining the scope of the engagement letter to exclude business advice.
- Preserving contemporaneous written documentation of major client decisions in the file.
- Tempering client expectations at the outset of the representation.

Both individual and corporate clients have suffered financial harm to varying degrees due to pandemic-related shutdowns.

The ramifications of the economic environment may warrant some of the following:

- Implementing billing procedures that will address unpaid fees before they become too substantial.
- Explaining the firm's duties and expectations with respect to fees to the client in writing and within the engagement letter.
- Considering renegotiation, payment plans or partial write-offs before filing a fee suit.

Attorneys face an increased risk of becoming sick or incapacitated with little warning for weeks or longer.

To address the issues that arise due to an extended absence from the ability to perform professional services, law firms may consider the actions below:

- Designating an attorney who can provide short-term assistance to your active clients in the event of an emergency and seeking client authorizations at the outset of the representation.
- Having a plan to notify clients quickly in the event that you become unavailable.
- Keeping files organized and accessible in the event that another attorney must become involved.

Attorneys and support staff are under greater stress, increasing the risk of behavioral health or substance use issues.

Law firms should consider whether their practice would benefit from the following measures:

- Scheduling occasional one-on-one meetings with employees, especially junior employees, to verify they have what they need and are not falling behind.

- Fostering a firm culture that permits employees to address wellbeing with firm leadership without fear of stigma or termination.
- Informing firm employees of recognized external resources and organizations to help them, if needed.
- Facilitating flexible work hours, where possible, to avoid distracted, overstressed, and more error-prone employees.

Professional liability insurers anticipate a possible rise in pandemic-related legal malpractice claims.

To better understand the firm’s responsibilities under its insurance policy and explore additional coverage needs, the firm may consider:

- Reviewing the firm’s professional liability policy to identify potential gaps in coverage.

- Examining the firm’s claim-reporting duties under the policy.
- Exploring resources and guidance provided by your insurer to help prevent claims before they arise.

Distributed By:



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Excerpted from the 2021 Edition of the *The Best Lawyers in America*®, the preeminent referral guide to the legal profession in the United States.



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Can an Employer Require its Employees to Get the Covid-19 Vaccine?

By: [Nathan A. Read](#), [Devin R. Bates](#) of Mitchell Williams
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Yes, but there is a right and wrong way to go about it. And of course, there are exceptions. But more importantly, while an employer can institute such a requirement, the better question to ask might be—*should they?* More on that below.

The Rule: The Equal Employment Opportunity Commission (EEOC) recently issued guidance on this question and acknowledged that an employer can lawfully require its employees to be vaccinated against Covid-19 *as long as* federal anti-discrimination laws are followed.

How to Mandate the Vaccine and Comply with Federal Anti-Discrimination Laws: Generally, employers should have a third party administer the vaccine because then the employer does not put itself in the position of asking pre-screening questions that elicit private health information. However, the inevitable question will become “what do I do when someone refuses?” Employers must evaluate accommodations for employees who refuse the vaccine because of medical disability or sincerely held religious beliefs. An employer should go through the same accommodation process it already has in place to address employee requests for accommodation based on medical disability or religious beliefs.

Medical Disability. For disabilities, this means complying with the Americans with Disabilities Act (ADA) and engaging with the employee in the required interactive process. The employer must show that an unvaccinated employee would pose a direct threat due to a “significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation.” The EEOC guidance

provides further clarity on factors to consider when making this inquiry.

Religious Beliefs. For employees refusing the vaccine on religious grounds, employers must first remember that the definition of religion is broad and protects a wide variety of “beliefs, practices, and observances” including those with which the employer may be unfamiliar. The EEOC guidance urges employers to “ordinarily assume that an employee’s request for religious accommodation is based on a sincerely held religious belief.” There may be an exception if the employer has an “objective basis for questioning either the religious nature or the sincerity of a particular belief, practice, or observance.” An employer should only go down that road with close adherence to the EEOC guidance, and likely with consulting an employment attorney. Similar to an employee with a medical disability as described above, with a religious objection the employer should provide a reasonable accommodation unless doing so would cause an undue hardship.

What Happens if the Employer Cannot Exempt the Employee or Provide a Reasonable Accommodation? If there is a direct threat that cannot be reduced to an acceptable level, then the employer can exclude the employee from physically entering the workplace, *but this does not mean the employer may automatically terminate the employee.* The EEOC explained that “Employers will need to determine if any other rights apply under the EEO laws or other federal, state, and local authorities” prior to terminating an employee. Although the law has not fully caught up on what a “reasonable accommodation” means in 2021, given the transition *en masse* to remote

Can an Employer Require its Employees to Get the Covid-19 Vaccine? (cont)

working last year, employers should be cautious about automatically concluding that remote work would create an undue hardship. Employers should lean on their written job descriptions and consult with an HR professional before making any undue hardship determination.

State Law Exception: This entire post is written about the application of federal law. Individual states may have separate laws that limit an employer's ability to institute a Covid-19 vaccine mandate. In Arkansas, there are currently no such state laws, however the General Assembly is poised to enter its lawmaking session so that could change in the coming weeks.

So Just Because an Employer Can Mandate the Covid-19 Vaccine, Should They? If an employer mandates the Covid-19 vaccine, they must be prepared administratively to handle employee objections due to medical disability or religious belief. As the steps outlined above imply, adequately and legally handling objections can be a burdensome process for employers. Implementing the right policies and procedures upfront, and ensuring that decision makers are properly trained, can prevent disputes and lawsuits later. Also, there is a fair amount of uncertainty about how these brand new EEOC guidelines will be interpreted when challenged, so there is a greater risk of litigation for employers who mandate the Covid-19 vaccine. Ultimately, the decision is up to each employer, and no two employers are exactly alike. Seeking the counsel of an employment attorney prior to implementing such a policy is highly recommended.

Are There Alternative Options to a Vaccine Mandate? Given the risks and potential drawbacks outlined above, some employers may instead wish to consider alternative policies to a vaccine mandate. This could include an education campaign about the benefits of vaccines, and the losses incurred by employee sickness. Employers could offer paid time off to enable employees to become vaccinated and to recover if the vaccine results in

sluggishness or mild sickness. Ultimately, there are some employees who will not be persuaded, but there may well be many on the margin who would respond to such alternative efforts and incentives.

Here, you can [read the EEOC Guidance](#).

The Mitchell Williams Employment and Labor team of lawyers advises employers on legal compliance and litigation avoidance related to Covid-19 as well as other employment matters. Contact Attorney Nate Read at nread@mwlaw.com or Attorney Devin Bates at dbates@mwlaw.com for more information.



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Chapter Community Connection Service Project: Salvation Army Angel Tree

For our Community Connection this past Christmas of 2020, Connie Straw asked the Salvation Army Angel Tree program for a young person we could sponsor. We wanted to provide items both needed and wanted to make a wonderful Christmas for our Angel.

We were assigned **Sean**. Here is his list:

<i>GENDER:</i>	<i>MALE</i>
<i>AGE:</i>	<i>11 YEARS</i>
<i>NEED:</i>	<i>SWEATS, JACKET, SHOES</i>
<i>WISH:</i>	<i>NIKE SHOES</i>
<i>FAVORITE:</i>	<i>POKEMON</i>
<i>CLOTHING TYPE:</i>	<i>Adult</i>
<i>SHIRT:</i>	<i>MEDIUM MEN</i>
<i>PANTS:</i>	<i>34 X</i>
<i>UNDERWEAR:</i>	<i>MEN SMALL BOXER</i>
<i>T-SHIRT:</i>	<i>MEDIUM MEN</i>
<i>COAT/HOODIE:</i>	<i>MEDIUM MEN</i>
<i>SHOES:</i>	<i>7</i>

I know that we gave Sean a fantastic Christmas!! We filled most of his list!



Here are the items that we know were dropped off: Nike shoes, Athletic Hoodie, Razorback Jacket, Pokemon Cards, T-shirts, Boxers, Gloves, Sweatpants, Jeans, Longsleeve t-shirt, Nerf Dart Set w extra darts, Nike and Adida shirts and socks. There may have been more.

Several of us had also planned to help in the distribution center on December 15 & 16, but the pandemic canceled those plans. Thus, no photos.

I know how great I felt helping out in this way. Thank you all for your work and contributions.

It was a Very Merry Christmas for all.

Sincerely, Ann Norris



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President
President's Award of Excellence
Connie Straw
Trammell Piazza Law Firm, PLLC
(501) 371-9903
connie@trammellpiazza.com



President-Elect
Newsletter Editor / Photographer
Ann Norris
Beacon Legal Group, PLLC
(501) 907-9539
anorris@beaconlegalgroup.com



Vice President
Michelle Stewart
Kutak Rock, LLP
(501) 975-3144
Michelle.Stewart@kutakrock.com



Treasurer
Tonya Wallace
Anderson, Murphy & Hopkins, L.L.P.
400 West Capitol Avenue, Suite 2400
Little Rock, AR 72201
210-3633 (direct)
wallace@amhfirm.com



Secretary
Staci Coleman
RMP LLP
(870) 394-5199
scoleman@rmp.law



Immediate Past President
President's Award of Excellence
Diane Smith
Anderson, Murphy & Hopkins, L.L.P.
(501) 210-3631
smith@amhfirm.com



Director 2019-2021
Terri Dickinson
Barber Law Firm, PLLC
(501)372-6175
tdickinson@barberlawfirm.com



Director 2020-2022
Tina Merlo
Mitchell Williams
425 West Capitol Avenue, Suite 1800
Little Rock, AR 72201
370-4207
tmerlo@mwlaw.com



ALA National President
Debra L. Elsbury, CLM
Threlkeld Stevenson
101 W. Ohio St., Ste. 550
Indianapolis, IN 46204-3539
(317) 655-5200
Debbie@threlkeld-legal.com



Chapter Resource Team Member
Clara Onderdonk, Office Manager
Ernstrom & Dreeste, LLP
925 Clinton Square
Rochester, New York 14604
(585) 473-3100
condersonk@ed-llp.com



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Bar Liaison / Membership / President's Award of Excellence / Regional Council Representative

Connie Straw
Trammell Piazza Law Firm, PLLC
(501) 371-9903
connie@trammelpiazza.com



Bar Liaison / Membership / Photographer / President's Award of Excellence

Michelle Tyree
The Brad Hendricks Law Firm
(501) 221-0444
mtyree@bradhendricks.com



Director of Member Services / Roster / Bylaws / Standing Rules

Kathy Cagle
Munson, Rowlett, Moore & Boone, P.A.
(501) 370-4604
kathy.cagle@mrmblaw.com



Scholarship / President's Award of Excellence

Diane Smith
Anderson, Murphy & Hopkins, L.L.P.
(501) 210-3631
smith@amhfirm.com



Business Partner Relations / Sponsorships

Tonya Wallace
Anderson, Murphy & Hopkins, L.L.P.
(501) 210-3633
wallace@amhfirm.com



Business Partner Relations / Sponsorships

Carolyn Owen
Gill Ragon Owen, P.A.
425 West Capitol Ave, Suite 3801
Little Rock, AR 72201
carolyn@gill-law.com



Diversity / Programs / Education

Michelle Stewart
Kutak Rock, LLP
(501) 975-3144
Michelle.Stewart@kutakrock.com



Mentor Program

Terri Dickinson
Barber Law Firm, PLLC
(501) 372-6175
tdickinson@barberlawfirm.com



Webmaster / Social Media / Mentor Program

Angela Falco
Watts, Donovan, & Tilley P.A.
(501) 372-1402
Angela.Falco@wdt-law.com



Community Connection

Selina Wood
PPGMR Law, PLLC
(501) 603-9000
selina@ppgmrlaw.com

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February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Black History Month	2	3	4	5	6
7	8	9	10 Chapter Annual Mtg: (Zoom) Vote in New Officers	11	12 Chinese New Year (Confusion, Buddhist)	13
14 Valentines's Day	15 Washington's Birthday (Fed Holiday) Daisy Gatson Bates Day (AR)	16 Shrove Tuesday (Mardi Gras)	17 Ash Wednesday (Christian)	18	19	20
21	22	23	24	25 Purim (Judaism)	26 Purim (Judaism)	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Women's History Month	1 Alá 19-day Festival (Bahá'í)	2	3	4	5 Employee Appreciation Day	6
7	8	9	10 Chapter Mtg: Zoom Topic TBD	11	12	13
14 Daylight Saving Time starts	15 Great Lent fast begins thru May 1 (Greek Orthodox)	16	17 St. Patrick's Day	18 Webinar 2:00: Managing 20-Somethings	19 Naw-Rúz New Year's Day (Bahá'í)	20 March Equinox
21	22	23	24	25	26	27 Passover Mar 27 -Apr 4 (Judaism)
28 Palm Sunday (Christian) Holi Festival of Colors (Hindu)	29 Holi Festival of Colors (Hindu) National Vietnam War Veteran's Day	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Webinar 2:00: The Addicted Lawyer	1 AR Chapter Fiscal Year begins (Apr 1, 21– Mar 31, 22)	2 Good Friday (Christian)	3
4 Easter Sunday (Christian)	5 Easter Monday (Christian)	6 ALA Right Now: Virtual Conference 2020 Webinar 2:00: Communicate with Clarity	7 ALA Right Now: Virtual Conference 2020 Chapter Mtg: (Zoom) New Officers Take Office	8 ALA Right Now: Virtual Conference 2020	9	10
11	12	13 Ramadan starts (Islam)	14 Webinar 2:00: What Legal Managers Need to Know	15 Tax Day	16	17
18	19	20 Ridván Festival (Bahá'í)	21 Administrative Professionals Day	22 Take our Daughters & Sons to Work Day	23	24
25	26	27	28	29	30 Holy Friday (Greek Orthodox)	



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Editor: Ann Norris

Photographers: Michelle Tyree & Ann Norris

