

# The *Legal* Link

Arkansas Chapter News

Association of Legal Administrators

January 2009

## FROM YOUR CHAPTER PRESIDENT,

**Angelia Hadden...**



Dear ALA Members:



Welcome to the New Year!

I look forward to seeing all of you on Wednesday, January 14<sup>th</sup> for our first program of the New Year.

The business portion of our meeting will consist of naming a nominating committee who will meet before our February meeting to assemble a proposed slate of officers for our vote at the February meeting. These officers will begin their term of office on April 1, 2009. The nominating committee will consist of the immediate past president, one person nominated and approved by membership and one member who will be appointed by the Board of Directors. The positions to be filled are president, vice president, secretary, treasurer, president-elect and one director position.



See you there!

Angelia



*Skyline view of Little Rock, Arkansas*



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**2006 Silver Level Chapter**

### *ALA Arkansas Chapter-January Meeting*

**Where:** The Little Rock Club  
Regions Bank Building, 30th Floor  
Little Rock, AR

**When:** January 14, 2009

**Lunch:** 11:30 a.m.

**Meeting:** 12:00 Noon

**Topic:** Flynn Legal Services

**Speakers:** Sarah Flynn and  
Susan Pybas



*Note: Validated parking in the Regions Bank Building parking deck.*



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### ALA Mission Statement

The Association of Legal Administrators' mission is to improve the quality of management in legal services organizations; promote and enhance the competence and professionalism of legal administrators and all members of the management team; and represent professional legal management and

### April 2008– March 2009 Officers/Directors

Angelia Hadden, President  
Friday, Eldredge & Clark  
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Julia Strickland, President-Elect  
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& Galchus  
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jstrickland@cgwg.com



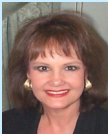
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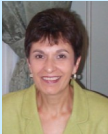
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& Hale  
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tdickinson@barberlawfirm.com



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Gill Elrod Ragon Owen  
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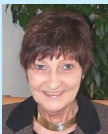
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**The Arkansas Chapter of the Association of Legal Administrators  
appreciates the support of our vendor sponsors.**

Silver Partnership opportunities are still available.

Please contact Bonnie Vickery at [bvickery@mwsqw.com](mailto:bvickery@mwsqw.com) for more information on how your company can benefit from partnering with our chapter.

## COME JOIN US!

*Membership in Association of Legal Administrators offers opportunities for:*

*\*Knowledge sharing and networking opportunities (locally, regionally, nationally and internationally)*

*\*Professional recognition*

*\*Chapter and leadership support (substantive educational tools, idea exchanges and workshops to educate chapter leaders)*

*\*and a whole host of resources and opportunities for professional development*

*For more information, read more about ALA or contact Angelia Hadden at [ahadden@fec.net](mailto:ahadden@fec.net).*



We value your comments/suggestions and even your submissions! This is your newsletter! If you would like to make a suggestion that would enhance the newsletter or would be willing to write an article for the newsletter, please e-mail Julia Strickland, Newsletter Editor at [jstrickland@cgwg.com](mailto:jstrickland@cgwg.com). The Legal Link editorial team consists of Pat Campbell and Julia Strickland. Clip art located in this newsletter is furnished by [www.fotosearch.com](http://www.fotosearch.com).

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## January 2009 Calendar

- 1 New Year's Day, ALA Headquarters Closed
- 13 ALA Awards Program Deadline
- 19 Martin Luther King Jr. Birthday, ALA Headquarters Closed
- 21 ALA Webinar—Indispensible Legal Technology  
**Speakers:** David Bilinsky, Law Society of British Columbia  
**Contact:** [Rosemary Shiels](#), ALA Headquarters
- 23-25 ALA—2010 Annual Conference Planning Meeting  
**Place:** Boston Marriott Copley Place, Boston, MA  
**Contact:** [Kathleen Rossell](#), ALA Headquarters

*New Orleans*  
 GET JAZZED!

**38th Annual Educational  
 Conference and Exposition**  
**May 18-21, 2009**  
**New Orleans Memorial Convention Center**  
**New Orleans, LA**

*Note: The Conference Preview brochure will be mailed to all ALA members in January 2009. More information coming soon—stay tuned!*



**Extraordinary Law Firm  
 Conference**  
 February 19-21, 2009  
 Carefree Resort & Villas  
 Carefree, AZ



**Essential Competencies for  
 Legal Administrators**  
 March 9-11, 2009  
 Sheraton Inner Harbor  
 Baltimore, MD



Check out other upcoming ALA events anytime at  
[www.alanet.org](http://www.alanet.org)

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*Thanks for the opportunity  
 to be a part of ALA!*

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## ALA PROFILE OF THE MONTH

Our ALA profile of the month is...

### MARK LOTT



**ALA Position:** Current Region 4 Education Officer, Incoming Communications Officer

**Firm and Title:** Anderson & Karrenberg, Administrator

**Family:** My wife Lisa and I have been married 32 years and have one son David, who is married and living in Omaha while he goes to law school at Creighton.

**The thing I like best about being a legal administrator is:** the wide variety of functions I perform. Accounting, HR, facilities management, IT, marketing and advertising, babysitting, referee, nurse, watchdog, bouncer, contractor, maid, Priest, bus driver, repair man, and the list goes on.



**The hardest situation I have had to deal with was:** the complete renovation of our office including demolition and reconstruction while staying "Open" and occupying the space.

**Why you like being a member of ALA is:** the people and the education.

**The best advice I've received from a fellow legal administrator is:** pick your battles. Lawyers argue for a living. It doesn't matter if they are right or wrong or don't care they will still argue. Choose the important things and come prepared to defend them. Let the rest go.



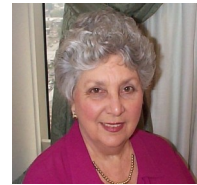
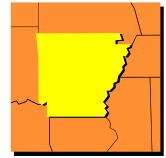
Bryce Canyon, Utah

**When I'm not at work, I like to:** motorcycle (street bike and dirt bike), bicycle (road bike and mountain bike), golf and hike. Utah is a pretty good place for all the above.

**My plans for the next 10 years include:** At 52 I assume I'll continue working for the next 10 years and hope to stay involved with ALA. A little travel and a grandkid or two might be nice.

## WHAT'S NEW???

### From Around the State...



*Congratulations* to our very own Bev Eberle, the 2009 recipient of "The Hope Award" given by the 20th Century Club. Bev will receive her award at the Hope Ball on January 24 for her enthusiastic and tireless service and commitment to that organization. We are so proud of you, Bev!

### The ALA Chapter wants **YOU!**

Get involved in our local Arkansas chapter. The nomination process for 2009-10 placements will begin soon. If you are interests in serving your chapter as a member of the board or on a committee, contact a member of the Nominating Committee today.



*Thanks to all of our members who are helping to change the world—one smile at a time! Tax-deductible contributions were collected in support of an organizational effort by ALA for The Smile Train, an international charity dedicated to providing free surgeries to needy children who suffer from cleft lips and palates. Way to go Arkansas Chapter!*

### Attention all Scholarship committee members:

A short meeting will be held after the general meeting on Wednesday, January 14 to discuss the distribution of 2009 scholarships. Thank you to members and our sponsors for making these scholarships possible.

Check out our state's ALA website anytime at [www.arkansasala.com](http://www.arkansasala.com)!

### And Around the Globe....



### Visit the Job Bank Today:

The definitive career resource for the legal administrator profession, the [Job Bank](http://www.arkansasala.org/jobbank) serves job seekers and employers in the legal industry.



- [Employers](#)—advertise openings or search for qualified candidates.
- [Job Seekers](#)—view current job listings, or post your résumé.

Dare to *dream*  
 Accept the *challenge*  
 Create the *extraordinary*



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## TAKE 10 FOR TRAINING

### Question of the Month

From the Legal Management Resource Center (LMRC)  
Each month, ALA will post a commonly asked question in the industry. A short summary of the answer will be provided, along with links to content in the Legal Management Resource Center (LMRC) where you will find many resources that will address the question posed. Please contact [jdouglas@alanet.org](mailto:jdouglas@alanet.org) with a question you have for LMRC Question of the Month.

#### Question:

**What resources can help me calculate associate and staff bonuses?**

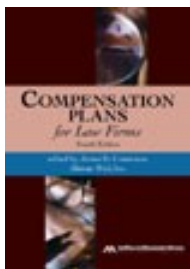
Click [here](#) for the answer!



*Special Note: ALA members have free access to the ALA Reference Desk. Send questions on legal management to [infocentral@alanet.org](mailto:infocentral@alanet.org). Staff will conduct personal research on each question.*

### Dig into a Good Book

#### Compensation Plans for Law Firms



Mention the word “compensation” in a work setting and watch blood pressures rise and pulse rates quicken. Make no mistake about the importance of compensation. This book provides complete and systematic guidance to creating a workable compensation plan. *Author: James D. Cotterman. 192 pp.*

**ALA Member: \$89.95**

To order your copy today, click [here](#).

### Law Firms Consider Overhaul of Associate Bonus Structures



By: **Gina Passarella**  
**The Legal Intelligencer, December 4, 2008**

Already, most associates are gearing up for smaller bonuses

The end of economic boom days for law firms, although most likely temporary, might also mean a shift in the way associate bonuses are structured as firms use the downturn as a reason to overhaul associate compensation packages.

To read this article in its entirety, click [here](#).

### DIVERSITY CORNER



#### Advisory Committee on Diversity

To make the work environment more inclusive, you may consider creating various groups that accommodate employees with common interests. Here are seven groups developed by Portland General Electric Co. as part of its Diversity Program.

- African-American Network
- Asian American/Pacific Islander
- Gay and Lesbian Employees
- Hispanic Leadership Association
- Women in Nontraditional Roles
- Disabilities Resource Network
- Native American Network Association



Check out more information about the benefits of an Advisory Committee on Diversity by clicking [here](#).



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*"I CALL FLYNN LEGAL FOR EVERYTHING FROM  
DEPOSITIONS TO TRIAL NOTEBOOKS...AND THEY GET IT  
RIGHT EVERY TIME..." RAMONA BOYCE, PARALEGAL*



## Indispensable Legal Technology

January 21, 2009

11 a.m. – 1 p.m. Pacific | 12 noon - 2 p.m. Mountain | 1 - 3 p.m. Central | 2 - 4 p.m. Eastern

What, you say? You're not a "techie"? You have too many other challenges to face? You need not be a "techie" to know that technology can help you be more efficient and productive, even in a small firm or especially in a small firm. With so much hardware and software available, it's hard to know just what you need and how to use it when you get it. This program will focus on the indispensable technology for small to mid-sized law firms. The presenter will provide a common sense approach to buying and maintaining your computer system. After attending this program, participants should be able to:

- Identify some of the hardware and software technology that can be most useful in small and mid-sized firms
- Examine the features in legal specific software that can be used to provide information about the firm's financial picture
- Utilize some of the legal-specific features in various software systems

### Speakers:

**David J. Bilinsky**, Law Society of British Columbia, is a practicing lawyer; consultant to law firms in the areas of strategic focus, finance and technology; and the Practice Management Advisor and Staff Lawyer for the Law Society of British Columbia. He is frequently asked to write and speak on the topics of law firm finance, profitability and strategic planning. Bilinsky is an international lecturer in legal technology and co-author of the regular profitability column in Law Practice Magazine.

**Contact:** [Rosemary Shiels](#), ALA Headquarters

This webinar qualifies for 1.5 hours of CLM<sup>SM</sup> credit in the management category of Information Technology Skills for those seeking to fulfill the CLM application.





I see your lawyer stopped by.

### **“MAKE THE DREAM REAL” MLK NATIONAL HOLIDAY CELEBRATION**

*This year, King Holiday will be on the eve of the historic inauguration of President-Elect Barack Obama. Celebrations around the nation will call for Americans to participate in community service and make an ongoing commitment to service.*

*Dr. King once said, “Everybody can be great, because everybody can.”*



### **\*\*\* GOLDEN BUSINESS IDEAS \*\*\***

#### **DOING MORE WITH LESS: MOTIVATING YOUR WORKFORCE IN UNCERTAIN ECONOMIC TIMES**

By: **Andrea C. Poe**



As the economy stumbles and pink slips mount, many organizations are pushing employees to do more with less. With a leaner staff, it's imperative to get the maximum out of those employees remaining. Trouble is with all the uncertainty swirling about them, employees are working under increased fear and pressure, not an atmosphere conducive to productivity.

That's why it's critical that managers take a leading role in creating a workplace not only where employees want to be, but also where they can be productive. It's important for organizations to remember that layoffs don't make remaining employees less valuable, they make them more valuable.

You want to give these employees what they need to stay motivated, to stay productive and to stay put.

#### **RESPECT**

An unstable economic climate makes everyone nervous. In companies where there have been layoffs, fear can be so great as to undermine daily work. There will be gossip, rumors and lots of lost time. People will be looking over their shoulders, wondering when it's going to be their necks on the chopping block. They'll begin to see colleagues as potential competition, eroding any team or group spirit you've worked to instill. Remaining workers who've seen chairs emptied beside them will likely be demoralized.



To read this article in its entirety, click [here](#).

## **Prevent office stress with indoor plants.**

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