



CHAPTER MEETING MINUTES
May 26, 2011
Headliners Club at Chase Tower, 11:45 am – 1:00 pm

PRESIDENT REPORT – Chrissie Eastin

Chrissie welcomed all of the guests in attendance. She then showed off the new Austin Chapter logo and thanked the 2010-2011 Board and the Website Committee for all of their work on completing the new logo.

Chrissie talked to everyone about the ALA Annual Conference in Orlando. She mentioned that the conference, sessions and attendees were all excellent. She said that she'd be passing along more session information to everyone soon. She also mentioned that the 2012 Conference Registration for Hawaii would be available at a deep discount of \$595, later this year and that she'd keep everyone posted.

Chrissie then announced the chapter awards results from the Chapter Awards Program that was held on Sunday night at the conference, as follows:

President's Award of Excellence – Platinum – highest honor
Honorable Mention: Education Programs: Communication
3rd Place: Recruitment and Retention, The A Team
2nd Place: Business Partners Relations
1st Place: Membership Brochure: Membership Has its Benefits
1st Place: Visibility, Over the Edge

Chrissie congratulated the Austin Chapter on these awards and made the following announcements:

- A. Region 4 Information: At the Annual Conference, Chris Sims and Chrissie attended the Region 4 meeting. They said good bye to 3 region 4 team members: Jim Hoffmeister, Mark Lott and Sabine Cuto and were introduced to the newest officers: Stephen Dempsey (At Large Director from Sidley Austin, in DC.), Shari Doige (Education Officer from Sedwick in Dallas) and Andrea



Everage (Communications Officer from Fellers Snider in Tulsa). The Regional Officers Announced the following:

- 1) Community Challenge and Community Outreach set for October 7-9th. The newest programs will be focusing on an annual Community Outreach program instead of a specific weekend. More information from ALA will be available later on this year
- 2) New to the Association
 - a. International Relations Committee
 - i. Focus on our colleagues outside of the US
 - b. Retool the Business Partners Projects with a new value added role
 - i. Jan Waung, formerly the Director of Member Services
 - ii. VIP – Value in Partnership increase our buying power with discounts and opportunities to save
 1. Newest members: Infinity and Prudential Long Term care
 - c. Online Membership – real time updates and contact information
 - d. FALA Program – Former ALA Executive Director, John Macalik's new book the Extraordinary Managing Partner (available online on the ALA website)
 - i. Funded through private membership donations and the silent auction
 1. The online only portion of the silent auction ends on May 31st
 - e. Professional Legal Management Week will be October 3-7
- 3) New ALA President Karen Griggs, CLM with Baker Sterchi Cowden & Rice, LLC in Kansas City was installed at the Association Luncheon at the Annual Conference yesterday

B. The board approved the 2011-2012 Chapter budget for the year earlier this month.

COMMITTEE REPORTS

Sandy Gable from the Community Relations Committee announced that they still need 10 volunteers for the morning shift (9:00 a.m. – 12:00 p.m.) on Saturday, June 11th to help inspect, clean, sort and box donations at the Capital Area Food Bank. She reminded everyone that the Capital Area Food Bank is located at Slaughter and William Cannon and that it is an air-conditioned facility.

Rose Sullivan, Newsletter Committee Chair, announced that there would be cash awards given for articles that are published in the newsletter.

Brenda Barnes, on behalf of the Education and Programs Committee, announced upcoming luncheon topics including personal safety issues (June) and social networking (July). She also announced a Tweet Up event that is happening in June.



LUNCHEON SPONSOR

Two business partners were introduced. Janet Forbes with Gallagher Benefit Services, Inc. and Shaun Stark with Dahill-Xerox were both in attendance and gave brief introductions of themselves and their companies.

SPEAKER

Brenda Barnes introduced several Table Moderators and rotated everyone out to have round table discussions on the following HOT HR topics:

Offensive Language – What Do You Do About Employees, Attorneys and Clients?

Facebook – Hiring & Firing. Friends? (*Attachment A*)

Grieving in the Workplace – Deaths and/or Serious Illnesses in the Firm/Personal Losses
(*Attachment B*)

Hiring & Nepotism – Hire my kid for the summer or better yet hire my client's kid....
(*Attachment C*)

Morale Boosters – Come with your Top 3!

The meeting adjourned at 1:00 p.m.



ATTACHMENT A

Online Social Networking Problem Areas

FRIENDING

Avoid “Friending” a subordinate on Facebook at all costs. The act of employees “friending” other employees on Facebook poses potential legal hazards as well. Suppose, a manager accepts a Facebook friendship request from a subordinate and at some point comes across information on the subordinate’s profile page related to a medical condition or sexual orientation. If that employee is fired, he or she might have grounds for a discrimination lawsuit based on that manager’s access to personal information protected by state or federal employment laws. While friending may seem innocuous enough at first blush, such blurring of lines between managers and employees is a real concern should a working relationship turn south—of additional claims in any subsequent employment litigation.

RECOMMENDATIONS

Beware Online Recommendations. Giving recommendations to co-workers via social sites raises issues that should be addressed in social media policies and related training. For example, a sales manager “recommends” one of his sales associates through a popular LinkedIn feature that encourages such pats on the back. But a month later that employee is fired. If the employee files a wrongful termination lawsuit, he might be able to use that LinkedIn recommendation as evidence that his performance was good, Jacob said. “You also want to let employees know it could appear as if the company is endorsing their LinkedIn recommendation of individuals,” Jacob said. IBM’s simple but effective policy regarding the issue: “Don’t forget your day job. Make sure your online activities never interfere with your job or your commitment to customers.” The National Labor Relations Board views social media sites as the modern equivalent of the water cooler, however, these conversations are in print for all to see for all time.

COMMENTS

Consider the following examples:

- An employee posts on his public Facebook page his favorite racial “jokes.” His colleagues become aware of them and complain.
- An employee posts on a private Myspace page his fantasies about having sex with a particular co-worker. One of the co-workers whom he has friended copies and forwards the posting to the employee. The object of his desire complains.

In both situations, the employee’s off-duty conduct adversely affects working relationships. Accordingly, the employer should have a right—indeed, an obligation—to take some corrective action.

SCREENING

Have you ever taken a little look-see at a candidate’s page before calling them in for an interview? If so, you should tread very lightly. When you visit someone’s page, you have access to information that you wouldn’t normally have. You will see information about protected classes that you don’t want at this stage of the game. You may not want to be put in the position of proving you did not call an applicant because of a facial tattoo instead of religious preference. Using what you find on someone’s site to form an opinion about that person’s judgment is also not advised. We have all exercised bad judgment at some point in our lives. Drawing conclusions based on what you see on someone’s site can be problematic. For example, if the potential employee has posted numerous pictures showing him or her drinking alcohol, what do you really know from that? And if you draw the conclusion that the person has a drinking problem, that may bring the Americans with Disabilities Act (ADA) into play.

Online Social Networking Problem Areas

Social networking use policy generally includes the following elements:

- Defines what social networking is particular to your organization, so employees know exactly what is meant by the term.
- Establishes a clear and defined purpose for the policy.
- Communicates benefits of social networking and of having a policy.
- Provides a clear platform for educating employees.
- Takes into consideration any legal ramifications of not following laws.
- Refers to proprietary and confidential information at risk.
- Talks about productivity in terms of social networking.
- Provides guidance regarding social networking outside of company time/property that could be associated with the company, employees or customers. Some employers may prohibit posting of company information on social networking sites without explicit consent.
- Outlines disciplinary measures to be taken for policy violations.

ATTACHMENT B



Grief in the Workplace

Outside of our families, we spend the greatest number of hours each week with our coworkers. Some become our friends and we enjoy spending time together; some become our competitors or a source of stress and conflict; most are nodding acquaintances or just a familiar face in an elevator. Regardless of the personal relationships we have, when death enters the workplace, everyone takes notice.

There is a basic conflict: managers and supervisors try to meet the needs of the grieving employee but there are performance demands of the job that do not change. What do we need to consider?

- Death within an employee's close circle
- Death of a co-worker
- Catastrophic Losses

Discuss situations that have occurred within your own firm and give examples of how it was handled? If you have not had to experience grief in the workplace, what procedures do you have in place, if any?

ATTACHMENT C

Hiring and Nepotism

Currently, no federal law prohibits nepotism in the workplace. Though most all public sector entities (state legislatures, city councils, and school districts) have passed anti-nepotism laws for hiring relatives of certain positions of authority, many in the private sector do not prohibit it. Nepotism can cause employees to lose trust in bosses and lower morale in any company.

HR Roundtable Discussion, no anti-nepotism clause. What Would You Do?

Situation 1: You are told to hire the boss's kid as a runner for the summer.

With or without an anti-nepotism clause, those don't extend to clients. What would you do?

Situation 2: You are told to hire the client's kid as a law clerk.

If you don't have an anti-nepotism clause but firm is considering one, see attached policy.

Employment of Relatives

The Company may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety or morale, or if doing so could create potential conflicts of interest. The Company defines "relatives" as spouses, children, siblings, parents, in-laws, and step-relatives.

If two employees marry or become related, causing actual or potential problems such as those described above, only one of the employees will be retained with the Company, unless reasonable accommodations can be made to eliminate the actual or potential problems. The employees will have 30 days to decide which relative will stay with the company. If this decision is not made within the time allowed, the president of the Company will make the decision, taking the employment history and job performance of both employees into account.
