



Minutes from the February Chapter Meeting of the Austin Chapter of the Association of Legal Administrators

February 23rd, 2012 at 11:30 am
Headliners Club

PRESIDENT'S CHAPTER MEETING ANNOUNCEMENTS

- Chrissie announced our guests and welcomed new members Lilian Morales with Hance Scarborough, Julie Callis with Metcalfe Wolff Stuart & Williams, and Michelle Felker with The Fowler Law Firm and welcomed back returning member Jacqueline Bennett with Dechert LLP.
- The board has approved a donation to the Foundation of the Association of Legal Administrators's silent auction at the Annual Conference in Honolulu. Each chapter is asked to donate an item valuing approximately \$200 and all proceeds go to FALA. The Foundation of the Association of Legal Administrators is the charitable, educational and research affiliate of ALA. Through grantmaking, programs and sponsorship, FALA supports grassroots efforts within the Association to improve the profession of legal management. We have been a donation sponsor for the past 8 annual conferences.
- We were excited to be able to host ALA President-elect Steve Wingert on Tuesday night for an impromptu happy hour at the SFA on Mardi Gras. I heard it was a lot of fun and that Steve let us know that we know how to treat our guests! Thanks to Amanda, Chris and Toni for pulling that together.
- Free Press - At the Managing Partner Breakfast, Holt Hackney with Hackney Publications, took account of our event and was specifically there to do a write up on Mary Smith as she received the Lifetime Membership Award. He in turn wrote a press release about Mary, the event and our organization which was published on www.austinpost.org.
- The Spring Seminar has been scheduled for March 29th and will be held at the Austin Bar's Conference room at 816 Congress. The speaker will be Connie Cornell and I'll let Karie tell you a little more about it during her committee report in just a few minutes.
- Austin Chapter Membership renewals are due by March 31st. Shary Gonzales sent around information on that earlier this month and will send more as we get closer to the deadline. Membership dues are the same as the last few years, \$125. You can pay online through our website and paypal, or you can send a check to Shary Gonzales at Akin Gump. Please remember that in order for you to be a member of the Austin Chapter, you must be a member of ALA.

- Call for volunteers - Chris Sims talked to everyone about the importance of joining committees and encouraged everyone to use the sign up sheets on each table to get involved on a committee this year.

COMMITTEE REPORTS

- Change to the board - Barbara Mullen will be retiring at the end of this month from Kelly Hart and Hallman. We are going to miss her on the board and we appreciate her friendship and support over the past years as she served the chapter. She was instrumental and the driving force behind our new logo and website and so her legacy will go on. She has agreed to help the chapter out in March as we wind down the board year. Thank you Barbara!

LUNCHEON SPONSOR

A big thank you to our business sponsor for today's luncheon, Jeffery Short with Ricoh. Jeffery was asked to announce the speaker.

LUNCHEON SPEAKER

Toni Beasley, CLM.

Ready, Aim, Speak! By Toni Beasley


Successfully delivering an idea, procedure or policy requires confidence and skill; however, before you utter that first word, you must take some important steps to be prepared. Toni Beasley will give us her best approaches for delivering an effective presentation, targeting different audiences and handling difficult issues that must be communicated to staff or management.

The presentation and handouts are hereby included in these minutes (Attachment A)

Today's seminar will award credit in Communications Skills for those needing recertification hours or for functional specialists who need additional education credit in order to apply for the exam.

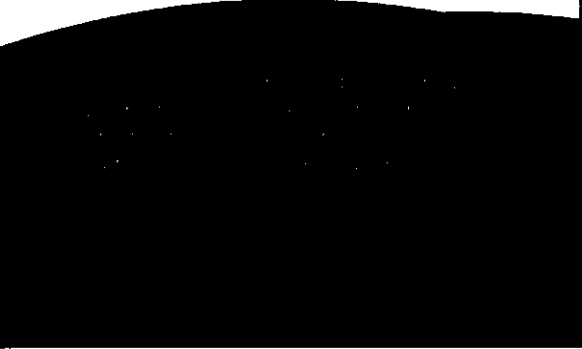

ATTACHMENT A

Your connection
to Technology, Research, and Innovation





Ready. Aim ...
Speak!

Objective



Overview



Outline for Recommendation

I. Recommendation and Summary Analysis

[If trying to be concise, start with the most important information, usually the conclusion and the recommendation, to capture attention and efficiently provide decision makers with necessary information. In longer reports, this section is the Executive Summary.]

II. Orientation of the Problem

A. History

[Briefly state the background of the problem.]

B. Statement of Problem

[Write a clear and succinct statement of the problem.]

C. Method of Solving Problem/Sources of Data

[Comment on pertinent facts, assumptions, decision criteria and definitions]

D. Discussion

[Discuss possible solutions that are most likely to be affordable]

III. Costs

A. Initial Costs

B. Operating Costs

C. Cost Composite

IV. Evaluation of Features and Benefits

V. Customer Service, Support, Training

VI. Recommendation

[Restate the best possible solution to the problem. Indicate clearly the action necessary to implement the solution.]

Idea/Initiative Worksheet

1. What is your idea/initiative? What do you want to change?

[Brief, concise summary of your idea, initiative or change.]

2. What are the benefits if it is implemented?

[List all of the benefits. Be specific, be positive. Benefits must be tangible.]

Substantiation of benefits:

[What are the real, direct results of these benefits? Get another perspective if necessary.]

3. What are the risks of failure to implement?

[What are the real, direct consequences if no implementation?]

Substantiation of risks:

[Why do you think these risks are real? Provide research, data.]

4. What is your strategy for implementation?

[Brief description, but have detailed version ready.]

5. Why do you think your strategy will be effective?

[Supporting data and vision for end result.]

6. What resources will you need?

[Be specific. Include costs, staff, IT and all other resources.]

7. What are your obstacle to your implementation?

Obstacle: Solution:

Obstacle: Solution:

8. What are your deadlines:

[List deadlines for aspects of implementation, as well as deadline for completion.]

9. Who are your advocates?

[List advocates and what important benefits they have.]

