



**Minutes from the Chapter Meeting of the
Austin Chapter of the Association of Legal Administrators
February 27, 2014 at 11:30 am
Headliners Club**

President's Chapter Meeting Announcements

1. Karie Rivkin, President, welcomed the members, guests and business partner at 11:50 AM to our Annual Meeting.
2. New Member was introduced – Mike McDearman and Liz Elmquist
3. Guests were introduced – Sherrie Marino
4. Presentation of the nominees for 2014-2015 Officers by Toni Beasley and Ann Jacobson, co-chairs of the nominating committee
 - a. Nominations from the floor for 2014-2015 officers were requested. There were none.
 - b. The proposed slate of officers selected by the nominating committee was presented.
 - President-Elect Shary Tutt
 - Treasurer Elaine Burr
 - Secretary Diana Stangl
 - c. The membership voted and unanimously accepted the slate of officers.
5. Announcements
 - a. Joan McClendon, Chair of Community Relations Committee announced the Dress for Success event to be held Saturday, March 29, 2014, 10:00 AM to 2:00 PM. Clothing will be accepted until March 29th. Contact Joan for more information
 - b. Joan McClendon, Chair of Community Relations Committee announced the next event will be Saturday, June 28, 2014 at the Capital Area Food Bank.
 - c. The Spring Seminar will be held March 27, 2014. Liz Mikos with Nesso Strategies will be our guest speaker
 - d. James Cornell announced a Save the Date for August 28, 2014 for the Summer Educational Seminar and Legal Expo to be held at the W Hotel. Linda Wood is the new chair of the Business Partner Relations Committee.

Luncheon Sponsor

Today's sponsor was Aquila Commercial. Kristi Simmons spoke about Aquila Commercial and Matt Whilite introduced our luncheon speaker.

Luncheon Speaker

Jonathan Smaby, Executive Director of the Texas Center for Legal Ethics spoke to us on "Proactive Approaches to Ethics and Professionalism." **ATTACHMENT A**

Adjournment

The meeting was adjourned at 1:00 PM.



Attachment A



Lunch & Learn Series

Proactive Approaches to Ethics and Professionalism February 27, 2014

11:30 A.M. – 1:00 P.M.

Headliners Club, 20th Floor, Chase Tower 221 West Sixth Street, Austin, Texas

Please join Jonathan Smaby for a presentation on Proactive Approaches to Ethics and Professionalism.

Ethical and behavioral lapses in the legal profession are frequently not the result of willful disobedience but are caused when there is a failure to recognize and address ethical issues as they arise. In this program, you will learn the difference between professionalism and ethics, how to be on the lookout for common ethics problems, and learn what the statistics tell us about how lawyers get into trouble.

Session Objectives:

- * Understand the importance of professionalism in the law office and the legal profession and what it means
- * Learn how to recognize when business decisions have ethical implications, even when it isn't obvious
- * Learn the most common ways lawyers get into trouble
- * Learn the most common ethical issues that arise from office management issues and problems

Speaker: Jonathan Smaby, Attorney and Executive Director, Texas Center for Legal Ethics

February Business Partner Sponsor AQUILA Commercial

Cost: \$20 Please bring your check to the luncheon or mail to: Elaine Nielsen @ Graves Dougherty Hearon & Moody | 401 Congress Ave | Ste 2200 | Austin TX | 78701

\$5 parking available in the building's garage. See registration table to obtain validation stamp that must be provided to the garage cashier with your parking ticket. Chase Tower Parking Garage entrances located on Colorado between 5th & 6th Streets and on 5th Street between Lavaca & Colorado.