

**Association of Legal Administrators
Region 1 Council Meeting
Thursday, October 28, 2010
Ocean Place Resort & Spa
Long Branch, New Jersey**

Management Team Members Present

Paul A. Farnsworth, Region 1 Director
Susan J. Gay, Education Officer
Mary Lawson, Projects Officer
William D. Mech, At-Large Director
Rita I. Thompson, CLM, Communications Officer

Also present was ALA Executive Director Larry Smith.

Chapters Represented

Thirteen chapters were represented by 19 ALA members named below:

Albany	Nicole Banagan
Boston	Janice Hayes and Joanne Schnare
Central PA	Myrl Greiner
First State	Julie Dubreuil and David Metzler
Independence	Kathy Miller and Janet Molloy
New Jersey	Fran Puntillo, CLM
New York City	Diane Fugalli and Stacy Joyce, CLM
Nutmeg	Dana Moody
Ottawa	Barbara Fisher
Philadelphia	Debbie Carroll
Pittsburgh	Carol Feldman and Corinne McCartney
Rochester	Clara Onderdonk
Westchester	Barbara Durkin

The meeting was convened by Director Paul Farnsworth at 1:30 p.m.

Paul welcomed attendees and introduced the regional management team. Introductions were followed by an “ice breaker.” The prize winner for the “ice breaker” was Barbara Fisher, president of the Ottawa Chapter.

Paul requested attendees’ approve the May 2, 2010 council meeting minutes with the following change: On page 3, change “\$400 stipend” to “\$200 stipend.” A motion was duly made and seconded and attendees voted unanimously to approve the minutes.

ALA Update

Bill Mech provided an update on ALA including:

1. The ALA Website has been updated and the ALA Membership Directory is now available on-line. The Chapter Resources section contains valuable information for chapter leaders. Wendy Rice Isaacs heads a task force charged with reviewing and updating the ALA Professional Code of Ethics. The updated Code will be posted when available.
2. The ALA Management Encyclopedia (ALAME), currently available for a subscription fee, will become a free benefit in 2011.
3. The 2011 Annual Conference will be in Orlando, Florida from Sunday, May 22 through Wednesday, May 25. The conference schedule has been modified to conclude on Wednesday. The Wednesday evening event is included in the conference registration fee.
4. The next Chapter Leadership Institute (CLI) will be on July 15-16 at The Cosmopolitan in Las Vegas, Nevada.
5. The 2011 Region 1 Conference will be on October 13-15 at the Omni William Penn Hotel in Pittsburgh, Pennsylvania.

Larry Smith said the ALA Board is listening to members and the Annual Conference schedule was modified in response to members' feedback. Some firms are cutting back on support for outside professional activities. Members can return to their offices one day earlier or remain at the location. The ALA negotiated hotel room rate will be available through Sunday, May 29.

Regional Conference Overview

Susan Gay reported on the education program. The line-up includes sessions on a variety of hot topics that will provide valuable information to assist members in managing their firms. Session manager orientation will be held Thursday at 4 p.m. All session managers are encouraged to attend.

Mary Lawson reported the Exhibit Hall will be open Friday from 10:45 a.m. to 1:15 p.m. and 2:45 to 4 p.m. The 70 exhibitors are a nice mix with many familiar faces and some new ones. There will be ample time to visit with exhibitors and obtain information about products and services. Lunch will be provided in the Exhibit Hall and there will be drawings for prizes throughout. Many exhibitors will have prize drawings from business cards left at their booths. Exhibitor prize drawings will occur at 3:30 p.m. It is important for everyone to visit exhibitors and thank them for their participation.

Rita Thompson reported on the social events. (1) The Newcomers' Reception is Thursday from 5-5:30 p.m. Chapter leaders are encouraged to attend. (2) The New Jersey and New York City Chapters are hosting a networking reception at McCloone's Pier House from 6:30 – 8:30 p.m.

McCloone's is on the ocean side of the boardwalk near the hotel. (3) Friday evening festivities will be from 5:30 – 7:30 p.m. and includes live music by *Screaming Broccoli*, a local New Jersey band. We hope everyone will join us at the social events.

Regional Business

Rita Thompson reported on focus chapters, the chapter presidents' list serve, *ALA News* and the regional newsletter.

1. The New Jersey, New York City and Nutmeg Chapters were visited by members of the regional management team. Other visits are in the planning stages.
2. Chapter presidents and vice presidents should subscribe to the chapter presidents' list serve. Chapters can receive 200 points on the Presidents Awards of Excellence for their participation.
3. *ALA News* is published six times a year and all chapters can be featured in every issue. Send Rita photos for the next edition (December/January) by November 1.
4. The next issue of the *Region 1 Reporter* will be published in December. Please send Rita photos, chapter news, chapter events for the calendar and article suggestions by November 19.

Paul showed attendees a short video, *Pittsburgh. Wow!*, to preview the next conference location. The video was followed by remarks by Carol Feldman from the Pittsburgh Chapter. Carol shared details on the location. Built in the early 1900s, the Omni William Penn Hotel is centrally located, near Mellon Square, and within walking distance of many restaurants and cultural events. The Pittsburgh Chapter looks forward to hosting the conference.

Chapter Success Stories

Paul asked attendees to share a success story from their chapter.

Albany Chapter	Achieved an increase in business partner sponsorships. They offer member incentives for referrals.
Boston Chapter	Has a new membership vice president with great ideas that have resulted in membership growth.
Central PA Chapter	Used a Region 1 Grant to develop a Website. The site is pending ALA approval.

First State Chapter	Held a coat and food drive for Community Challenge Weekend. With funds donated by members and business partners they purchased coats for children, mostly in Wilmington and New Castle, Delaware.
Independence Chapter	Working on updating its Website.
New Jersey Chapter	Hosting the 2010 regional conference. They also recruited four new members during their “Triple Play” membership drive.
New York City Chapter	Newsletter format changed to electronic media and has saved the chapter a lot of money. The new format has many good features such as links to business partner advertisements and detailed tracking of hits (utilization). It is getting better with each edition.
Nutmeg Chapter	Hosted a one-half day symposium. The event included a keynote speaker (Debbie Curtis from ALA headquarters), two education sessions and the celebration of the chapter’s 30 th anniversary. The chapter is geographically challenged and covers northern Connecticut and western Massachusetts.
Ottawa Chapter	Updated its Website.
Philadelphia Chapter	Hosted a general membership meeting and luncheon during Professional Legal Management Week (PLMW) entitled “Diversity in the 21 st Century.” The event was sponsored by IKON, moderated by Mary Robinson who serves on ALA’s Diversity Committee and included panelists from diversity committees at large law firms.
Pittsburgh Chapter	For PLMW, the chapter presented a “lunch and learn” event with the Young Lawyers Division of the Allegheny Bar Association to teach lawyers what they don’t learn in law school. The panel included a managing partner, marketing professional, chief financial officer and human resources professional. There was a great response with about 100 attendees.
Rochester Chapter	Hosted a joint meeting with ALA members in Binghamton and Syracuse, New York. The meeting was held via video conferencing. Video conferencing was funded by a Region 1 grant.
Westchester County Chapter	Held a school supplies drive for Community Challenge Weekend.

Leadership

Paul provided an overview of ALA leadership and committees.

The ALA Board of Directors is responsible for developing strategies and setting policies. It is comprised of six regional directors, three at-large directors, president, president-elect and the immediate past president. ALA's executive director is a non-voting member of the Board.

The Association Nominating Committee (ANC) selects the Board. Chaired by the president, it is comprised of one representative from each region, three members-at-large and the president-elect.

The Regional Nominating Committee (RNC) is comprised of five members from the region.

The Business Partner Relations Committee is a liaison with major sponsors. Members serve a two-year term.

The Certification Committee is comprised of Certified Legal Managers. Members can serve two three-year terms. (Larry mentioned that a record number of people took the CLM exam this past September).

Members on the Diversity Committee serve for two years.

Members on the Annual Conference Committee serve for one year.

There is a call for volunteers throughout the year. Members interested in serving on a committee should contact any member of the regional management team or ALA headquarters.

Larry Smith reported on the role of ALA headquarters. He has travelled to a number of regional conferences and meetings. The ALA staff assists the regional management team with conference planning and manages the certification process. Everything they do is focused on delivering value to members. Their work includes further development and attention to the strengths of business partner relationships. Nicole Larson is the Chapter Relations Coordinator. Contact Nicole for chapter management issues. Larry invited attendees to contact him and anyone on the headquarters staff.

Prize Drawings

Chapter names were drawn for two scholarships to the 2011 Annual Conference. Eligible chapters must not have been recipients of a scholarship to the 2010 Annual Conference. The winners are the Albany and Central PA Chapters.

Paul played a trivia game with attendees. The first person to answer each question correctly received a prize. The winners are:

David Metzler, First State
Dana Moody, Nutmeg
Clara Onderdonk, Rochester
Fran Puntillo, CLM, New Jersey
Debbie Carroll, Philadelphia
Julie Debreuil, First State
Diane Fugalli, New York City

Prizes awarded include paperweights with the Pittsburgh skyline, books, gift cards and an ALA logo cooler bag.

Open Forum

Paul informed attendees that the final segment of today's meeting will be in a "speed dating" format. Officers rotated from table to table to speak with attendees and answer questions about the following areas:

Business Partners (Susan) – starting and improving business partner programs

Board Issues (Rita) - succession planning, volunteering and board retreats

Education (Mary and Paul) – speaker sources and session topics

Membership (Bill) - recruitment and retention, issues being faced due to the economy, keeping members engaged and involved

At the conclusion of the open forum, Paul thanked everyone for attending the council meeting. There being no further business, Paul adjourned the meeting at 3:30 p.m.

Respectfully submitted,

Rita I. Thompson, CLM
Communications Officer