



Gateway (St. Louis)

A Chapter of the Association of Legal Administrators

Gateway Connection

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Association of Legal Administrators – Gateway Chapter



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From the President, Donna Sobkoviak

I believe the “theme” of the ALA Gateway Chapter for this year should be “What’s NEW?” since there are so many NEW and exciting things going on in our Chapter!

First, we have an excellent NEW website thanks to our Website Chair, Kara Brostron. The website allows members to stay informed about upcoming events and gives them easy access to business partner information. It also offers new on-line meeting registration and credit card payments.



Also NEW is the increased scholarship for Annual and Regional conferences this year. We had a great turn out at the Annual conference with so many educational and networking events. Several members are

also taking advantage of the Regional Scholarship in Kansas City, and the educational sessions offered will make it a great event. Along with increased scholarships, our Chapter was able to offer NEW, free monthly educational events throughout the year.

Next, we have our NEW full day combination Legal Management Forum and Business Partner Exposition. Our speakers are some of the best ever offered at a Chapter level event. Our loyal Business Partners will once again impress us with their great services and products. You will want to stop by the Expo to meet our NEW business partners.

Adding to the “What’s NEW?” are the bi-monthly Gateway Chapter Happy Hours, offering all of our members even more networking opportunities. Speaking of networking, our Chapter also just partnered with the Women Lawyers Association in an excellent NEW fundraising event to benefit The Center for Women in Transition.

Our Community Challenge events are also NEW. Some of our members participated in a NEW service oriented event called All Pro Dad Father & Kids Experience at the Russell Training Center in Earth City to benefit Shriner’s Hospital, plus we have another NEW event scheduled in October to benefit Ronald McDonald House.

With all of these great NEW things going on in the Gateway Chapter, our chapter members and business partners have more NEW opportunities than ever to benefit from their association.

Donna Sobkoviak | 2011-2012 ALA Gateway Chapter President

Community Challenge

To keep the Ronald McDonald Houses and Family Rooms running as “home away from home” facilities, the organization relies on Wish List item donations.

Please join ALA in donating items to all three houses in the Metro St. Louis area.

Each law firm is asked to set up a collection spot in their offices. Sherry Smith and Joe Taylor will periodically be picking up the donated items to store for the collective contribution in October.

Below are the items in greatest need...

♥ House Wish List ♥

- Dishwasher detergent
- Liquid hand soap in a pump container
- Small & large trash can liners
- Dish soap
- Ziploc baggies (all sizes)
- Fabric softener sheets
- Laundry detergent
- Queen & twin sheet sets (white only)
- Towels, hand towels, wash cloths (white only)
- Batteries (all sizes)
- 60-watt light bulbs
- Hand sanitizer in pump container
- Disinfectant spray
- Disinfectant wipes
- Soft Scrub
- Febreze

♥ Family Room Wish List ♥

- Gift cards (Target & Schnucks)
- Travel-size razors, toothpaste, toothbrushes, and deodorant
- Dishwasher detergent
- Laundry detergent (high efficiency)
- Disinfectant spray
- Disinfectant wipes
- Adult sizes (men and women) scrubs
- Individual boxes of crayons & coloring books
- Adult board games (Cranium, Trivial Pursuit, etc)

RONALD MCDONALD HOUSE CHARITIES METRO ST. LOUIS

Sponsored By **ALA Gateway (St. Louis)**
A Chapter of the Association of Legal Administrators

Please contact Sherry Smith (sls@carodymacdonald.com) at 314.854.8636 or 618.920.0691 or Joe Taylor (jtaylor@uselaws.com) with pick-up requests. The items will be donated during the dinner on October 22nd.

Catching Up With...Josie Stone

Josie has two children (Lillian -9 and Jack-7) and husband, Eric. She completed her B.S. at Maryville University with a major in legal studies and minor in business administration, and plans on going back to school in the Fall of 2012 for her JD or MBA.



1. I decided to join the ALA because...*I needed resources for my firm as well as the opportunity to compare practices, network with others and give back to the community through ALA events.*
2. The things I liked best about being a legal administrator are...*I like staying super busy (to an extent) and using creative thinking. I enjoy being a part of the decision making of our firm and watching it grow knowing that I contributed in a direct way.*
3. The things I liked least about being a legal administrator are...*Complaints that are without warrant, rather, just someone wanting to complain. But I try to, if possible, spin it back on the person to get them in control.*
4. The hardest situations I had to deal with were...*Merging (said I never wanted to do again) then later unmerging (even worse) and starting all over from nothing (with one week to accomplish the task).*
5. As a legal administrator, I never thought I'd have to...*Once, I received a tip that a business was being evicted and that tons of great furniture was being put out on the street. It was perfect timing as our firm had just added a couple new attorneys and we needed furniture, so I immediately grabbed some staff members along with a couple law clerks and flew out the door, calling a moving truck on the way. We all grabbed and sat on as many pieces of furniture as we could until it could be loaded up. It was pretty comical, but as I told the law clerks'... "This is something they don't teach you about in law office management."*
6. The best advice I've received from a fellow legal administrator is...*Given to me at my first ALA meeting: I was told to always find an opportunity to explain what you got out of an ALA meeting to the managing partners of your firm so that when there is an out-of-state trip that you want to attend, you have a history of evidence to justify the cost/time away. I look forward to hearing more great advice from others in the ALA.*
7. My impression of the Gateway chapter is...*How extremely organized, welcoming and active the chapter is. I have been so impressed with the opportunities to get involved as well as the resources and meetings available. I also thought that having a mentor was a wonderful way to start.*
8. If I were not a legal administrator I would...*probably have better blood pressure! Just kidding. I'd like to say (if I had the opportunity) I'd own my own business ~ I have a little shop mapped out in my mind. Not to mention I'm always coming up with silly product ideas that I would never quit my day job over ;).*

9. In my spare time, I enjoy...*Watching my children's sporting events and staying active with them through school, church and scouts. I also enjoy working out, going to the driving range, the shooting range (notice a stress relief theme) - just trying all new things. I don't get much free time so I try to make the most of it.*

10. Three words that best describe me are...***Listener*** (for those that attended the a.m. legal forum with Nash Consulting know what that really means ☺); ***Tenacious***; ***Caring***

11. The biggest change I've seen in the legal industry is...*There are a few, but the first thing that comes to mind is the evolution of technology. There is this ever-present demand to be "in the know" regarding software options, what apps are available, document management solutions, e-discovery, etc. In addition, clients want to be more involved in the status of their matters using items such as Sharepoint sites and online case management databases. Clients also now have virtual law firms to choose from and do-it-yourself software. While technology continues to evolve, I'm sure we have all witnessed the negative impact it can also have by losing personability with clients as well as the difficulty of responding in a timely manner when receiving 50+ emails in a day.*

12. The most challenging part of being a legal administrator is...*Finding the time to make developments while staying on top of everything else ~ which is why having resources available like the ALA is extremely valuable as well as the opportunity of sharing experiences with other administrators in order to reenergize our batteries to keep going.*

2011 Legal Forum and Vendor Show

View more photos at www.ala-gateway.org/gallery.php





Business Partner Success Story - Bowers & Associates

Michael Bowers | Bowers & Associates
314.963.4477

In 2005, I was in a meeting with Lori Johnson of Bryan Cave when I first learned about the ALA. When she explained how this group came together to perform great charitable acts for the St. Louis community while providing a valuable forum for education and better business practices, I was definitely interested in becoming a vendor member of the organization.

Six years later, I feel very privileged to continue to participate in the ALA and from a vendor's perspective; it has provided our business with many great new relationships. So many members

have taken me under their wing in introducing me to new clients, and I am truly thankful for their help.

Since 1973, *Bowers & Associates'* business philosophy is simple - provide the best branding solutions for our clients to achieve the best return on investment for their marketing dollar. We specialize in the areas of promotional merchandise; logo apparel and business gifts; incentives and years of service programs; as well as printing capabilities. We have had the opportunity to work with many ALA members and here are some examples of the services we have provided:

- Online company stores where we decorate and warehouse merchandise, develop an online store and allow employees to order merchandise as they need it;
- Logo apparel programs where we set up a full display in a firm's office and allows employees to place orders for all types of clothing throughout the day;
- Visa award card programs;
- Golf outing and sponsorship items and merchandise with firm logos;
- Welcome kits for new employees and attorneys that include logo items such as a logo polo shirt, jacket, hat and umbrella;
- Holiday gift sets for clients and employees - for one client we customized a glass gift set that featured each employees' name personalized and custom gift wrapped;
- Everyday office supply items with more marketing value because they feature your logo and contact information. One thing many buyers do not realize is that the cost of everyday office items (Post-its, pens, flash drives, calendars, portfolios) are often less expensive when ordered through *Bowers & Associates* and they feature your logo and contact information. The main reason is our wholesale sourcing capabilities. We are not a retailer, so often our pricing in these office supply areas are more competitive.

In closing, I ask that you consider our services for your next event or project. If you are considering a holiday gift or year end calendar, now is a great time to contact us to start discussing ideas. I also invite you to visit our new website www.bowerspromotes.com. You can upload a .jpg image of your logo on the website and this allows you to view all of the merchandise with your logo. Once again, thank you for all of the opportunities and friendships the ALA has provided our business. We look forward to many more great years of service.

“Save More, Manage Less” with DNT!!

Not to tell anyone anything they don't already know, but the past three years have not been that stellar with our economy. Some statistics say that there have been over 8 million jobs lost since 2008...but things are getting better and DNT is here to help with cost containment and cost saving initiatives!!



Looking back to the early days of DNT, there has always been a tremendous focus with regards to helping our customers with reducing costs, with an emphasis on quality business solutions, and superior services.

January of last year, DNT made a large investment with our new division, DNT Shredding. The idea was developed from the same concept as our DNT Imaging division (started nearly 10 years ago).....to provide a much needed service to our customers where we can leverage our capabilities and expertise while continuing to help reduce customers costs. In our business model DNT Shredding makes sense, as in most offices we already provide the equipment, supplies, and support that is creating a majority of the sensitive data that is being destroyed. I'm happy to say that Pitzer Snodgrass was the first to become a shred customer with DNT Shredding last year (Thank you!), and now we are adding our second shred truck. DNT Shredding recycles 100% of the shredded material that is picked up daily. On average, DNT Shredding recycles over 100K pounds or 50 tons of paper each month!!

For those that are considering adding a monthly shred "routine" service for the first time, we are extremely flexible with our price structure and we work with you to provide the best outcome. Large "purge" projects are scheduled within a few days or even same day...whatever your needs are we are here to help.

Some things to consider:

- *100K pounds of recycle = 2,500 cases of paper.*
- *100K pounds of recycle = 62 skids/pallets of paper.*
- *100K pounds of recycle = 3 tractor trailers of paper.*
- *100K pounds of recycle = 850 23" round x 17ft. tall trees!!*



In addition to our DNT Shredding, we are offering to our customers the "Close the loop" program from Toshiba. This program provides on-site containers for your empty copier/ printer cartridge disposal. Inside the container is a plastic bag with a pre paid UPS label. Fill the bag with your Toshiba, HP, Dell, Lexmark, or whatever brand empty cartridges, and once it is full....secure the bag with the provided zip tie, and place it for your UPS pick up. This service is 100% free to our customers, and you will be helping the environment. The "Close the loop" program recycles 100% of the collected containers into "e- lumber" products, such as park benches, landscape timbers, etc.

DNT is proud to once again, be a Platinum Sponsor with the Gateway Chapter of ALA. We look forward to an opportunity where we can discuss with you how we can best partner with you to "Save More, Manage Less". Please feel free to contact us with any questions you may have. www.dntstl.com, www.dntshredding.com, or www.dntimaging.com



How **green** is your office? How easy is it to be **green**? Is there any help in St. Louis for “non-green” offices? Yes, there is! Our ALA Gateway Chapter has several vendors and law firms that take being green seriously!

Aramark, one of our platinum sponsors, wants to help your break room “change the world” with their “**Green Thread**” commitment. They carry supplies that minimize landfill waste and environmental impact by:

- Making their cups and towels from recycled materials;
- Carrying equipment for brewing and vending which reduces energy consumption when idle;
- Carrying the AquaMark LX water filtration system which eliminates dependence on bottles, jugs and delivery fuel;
- Offering Fair Trade Certified, Rainforest Alliance, Certified Organic, and Shade Grown coffees and teas. These coffees and teas protect the earth as well as support the local communities of growers.

Another Gateway platinum vendor, **DNT**, has a shredding service which is environmentally friendly since everything that is shredded gets recycled!!

Mid-America Coffee Service, our diamond vendor, also offers Rainforest Alliance coffee. This coffee meets comprehensive and rigorous standards covering social, economic and environmental issues. Therefore, it ensures:

- Fair treatment and good conditions for workers;
- Ecosystem and wildlife conservation;
- Conservation of water resources.

Pitney Bowes’ Managed Mail Services converts inbound mail and interoffice mail into digital documents thereby reducing the need for mail and intercompany pouches, and transportation and shredding/recycling for all non-critical mail. It also delivers mail to remote and mobile employees via the digital documents.

Pohlman Court Reporting really stepped up and decided to make a difference! They became the first court reporting agency in the United States to earn the **Green Business** certification from the **Green Business Bureau**!! Here is what they do:

- Deliver transcripts electronically;
- Established procedures for a new office supply re-use center;
- Print double-sided;
- Donate/sell unneeded office furniture and equipment;
- Relaxed their dress code to allow attire that doesn't require dry cleaning;
- Established a paperless billing program;
- Uses recycled/remanufactured toner cartridges;
- Uses filtered tap water instead of bottle water;
- Formalized an office-wide program to recycle copy paper, colored paper, envelopes, magazines, catalogs, and cardboard.

The Gateway Chapter has some very “green” law firms, as well. Here is what just a couple law firms are doing to be green:

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Bryan Cave LLP's Green Initiatives are:

- Established a firm-wide Sustainability Committee with sub-teams for each office;
- Set double-sided copies as the default on all copiers;
- Increased the number of printers with duplex printing capabilities;
- Uses 30% recycled content paper in copiers and printers;

- Recycles batteries and light bulbs;
- Provides Metro Cards;
- Participates in RideFinders/Citizens for Modern Transit;
- Recycles cans and bottles;
- Uses water dispensers in conference rooms instead of plastic bottled water;
- Provides recycle containers at each desk;
- Provides bike rack in garage for those who cycle to work;
- Offers annual seminars on “going green;”
- Sustainability Committee has a page on their intranet with additional “green” information;
- Initiated the Operation Food Search – Furniture for Food Program;
- Participated in collecting recyclable materials at a Cardinal game;
- Purchases green cleaning products;
- Removed paper cups and provided everyone with a reusable tumbler;
- Utilizes light sensors in offices, non-flourescent lights, water faucet sensors and implemented HVAC efficiency measures with building management;
- Circulates documents electronically instead of using paper-based memos;
- Purchases recycled content office supplies whenever possible;
- Utilizes china plates and silverware in the dining room. Take-out containers are made from corn-based biodegradable materials;
- Collaborated with building management on building-wide “Tenants Go Green Committee;
- Participates in the RCGA Green Business Challenge.

Gallop, Johnson & Neuman LC has also been actively “green.” They have an internal “Environmental Sustainability Policy that “promotes the conservation of natural resources and environmental sustainability.” Gallop, Johnson & Neuman was the first law firm in St. Louis to become a certified partner in the American Bar Association – Environmental Protection Agency Law Office Climate Challenge, a program designed to encourage law offices to become better environmental and energy stewards. They also participate in the RCGA’s St. Louis Green Business Challenge. Their attorneys are involved with the St. Louis Chapter of the United States Green Building Council and are a founding sponsor of Sustainable St. Louis, which promotes regional sustainability efforts. Gallop, Johnson & Neuman purchased renewable energy credits to keep carbon dioxide from entering the atmosphere, and they participate in the Ameren UE Pure Power renewable energy program. A few additional measures the firm has adopted are:

- Uses 30% post-consumer recycled paper in all legal and administrative documents;
- Uses recycled paper cups and kitchenware, instead of plastic or foam cups and kitchenware;
- Recycles all paper products, including magazines, newspapers, unsolicited direct mail, cardboard boxes, legal pads, notepads, and nonproprietary or non-essential documents.
- Recycles alkaline batteries and toner cartridges to reduce landfill waste.
- Provides all personnel with ceramic coffee mugs and glass water glasses to reduce use of disposables.
- Uses water purification systems to eliminate the need for water coolers or bottled water.
- Promotes energy efficiency with a “lights out” policy in empty offices after 6:00 p.m.

- Internal measurement and reporting on sustainability procedures by the firm’s Green Committee.

We are very fortunate in St. Louis to have professional organizations to teach us how to be **green**. There are two such organizations which will be covered in this article: *The Missouri Botanical Garden*, and the *Earthways Center*, a Division of the Missouri Botanical Garden. Mid-America Coffee Service is on the Corporate Council of the Missouri Botanical Garden, and there are several St. Louis law firms who are Corporate Partners of the Garden.

Within the St. Louis region, the *Missouri Botanical Garden* is currently one of a kind in educating and demonstrating sustainable life style choices—choices that minimize our current and future impact on plants, our local environment, and the world at large.

Plants and their ecosystems continue to be negatively impacted by human behaviors and choices related to the food we eat, the homes and buildings we construct and operate, the products we produce and consume, and the transportation methods we employ. It uses its resources to develop and share new discoveries in plant science to help manage ecosystems here and around the world. It includes the implementation of **green** practices into all Garden operations, offering innovative sustainability educational programs and demonstrations and providing strong leadership within the St. Louis community on these issues.

The Earthways Center is a Division of the Missouri Botanical Garden whose focus is helping people and businesses understand how their behavior impacts plants, and in turn, how it affects their environment. The Center promotes sustainability through environmental education and improving the built environment.

The Earthways Center offers many programs and projects, including close work with the St. Louis Regional Chamber and Growth Association’s (“RCGA”) St. Louis **Green** Business Challenge. The St. Louis **Green** Business Challenge is a program organized by the RCGA to help St. Louis area companies take the first steps toward sustainable business practices. The Earthways Center’s staff serves as consultants to the RCGA in this program. To get more information on this program, call the RCGA at (314) 444-1148.

The Earthways Center also hosts the **Green** Resources Hotline. Anyone or any business can call or email the Center with questions related to **green** resources and the **Green** Resources Manager will help them find the answer. Common questions are, “What can I do to make my office more energy efficient?” “What can I do about indoor air quality?” “Where do I take my recyclable items?” The EarthWays **Green** Resources Hotline is available at greenresources@mobot.org or (314) 577-0246.

In June, 2011, the Earthways Center and the St. Louis Economic Council began sponsoring seminars geared toward smaller businesses on the topic of sustainable business practices. The Chambers of Commerce in approximately 7 communities will host these meetings. Private consultations between the Earthways Center staff and some small businesses in those communities will be planned after the seminars. To be invited to one of these seminars or to get more information, email Beth Noonan at bnoonan@slcec.com.

The Earthways Center also conducts one-hour presentations which include question and answer sessions and handouts. There are two seminars offered. One is called “Green Living 101” and is an overview of the “what” and “why” of green living, including indoor air quality protection. The other seminar is called “Business Greening.” It is a problem-solving emphasis for businesses and discusses building energy efficiency, green cleaning, environmentally preferable purchasing, and effectively marketing green practices. To book a seminar, call (314) 577-0220.

Earthway’s staff works with the general public, including Kindergarten-12th grade educators and students, college students, instructors, staff and community educators; green building professionals; auditors; contractors; businesses; and local and municipality leaders with the goal of improving the built environment. It offers 20 programs and projects. Among them are:

- K-12 presentations;
- College/University presentations;
- Summer youth camps;
- Green Homes and Great Health Festival in September;
- Annual Green House Tour of model homes;
- Adult Family Classes;
- Contractor training and certification;
- Promotion and coordination of residential energy audit programs for homeowners;
- Resource advice on the greening of businesses;
- Consultation of building of new greenhouses;
- Coordination of the U.S. Green Building Council’s Missouri Gateway Chapter.

Finally, if you have any questions or want more general information about the Earthways Center, their website is www.earthwayscenter.org. You can also call Jean Ponzi, the Green Resources Manager at (314) 577-0246.

There are many volunteer opportunities at the Missouri Botanical Garden! They include interpreters (Finn the Frog) at the Tower Grove House, woodworkers, urban farmers, foreign language translators, and membership desk workers, just to name a few.

So, you see, as a member of the ALA Gateway Chapter and as a St. Louis area resident, IT’S EASY TO BE GREEN!!!!!!





ALA Through the Decades — a Retrospective

Over the past 40 years, ALA has been at the forefront of the legal management profession. Since its inception in 1971, legal management professionals have turned to ALA as their connection to knowledge, resources and networking.

As ALA celebrates its 40th anniversary in 2011, you are invited to take a brief tour down “memory lane” and look back on the profession and how it, and the association, have changed and evolved over the last four decades. Following is a selection of photos and images, broken down by the decades, of important ALA milestones and events from the last 40 years. We hope you will enjoy looking at them and find them interesting as well as informative. Look closely, you might see yourself or some friends along the journey!

Full article found at <http://www.alanet.org/ala40/default.aspx>

View it on the ALA National Website - Question of the Month

Question: I would like information on how to set up a small legal library. When I arrived at my firm there was a library, but I don't think any thought was given to the layout. I would like to know how to group the books we have.

Answer: There isn't one “right” way to arrange a library collection, but here are some suggestions on how to come up with a plan that works for your firm. We'll assume that your library is not cataloged, and that the materials are not classified (numbered following the Library of Congress or Dewey Decimal classification system).

In general, arrange the books so that like materials are together. Put standard, often used reference works such as dictionaries and directories together; you can start with the general ones and follow with those that are focused on the law, then those on non-legal subjects (medicine, for instance). Statutes, regulations and sets of case reporters should be arranged by jurisdiction – federal materials first, then regional, then state and local materials. General legal encyclopedias and digests should be together; these are sometimes referred to as “finding tools” because they

direct the user to resources on various topics. You'll want to shelve them near case reporters, to make using these tools more efficient. [Read more...](#)

ALA Regions 3 & 4 Conference & Expo

September 15–17, 2011

We invite you to *Connect in the Heart of America* at the ALA Regions 3 & 4 Conference & Expo. Join us September 15-17 at the **InterContinental Kansas City at the Plaza** in Kansas City and jump-start your fall by connecting with your peers, expanding your knowledge and learning about new legal management resources.



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*Karen Szykowski
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2011 Intellectual Property Retreat

October 27-28, 2011 | Washington, D.C.

The ALA Intellectual Property Retreat provides the latest legal information from leaders in the industry. In addition to up-to-the-minute intellectual property information and education, there are many opportunities to address concerns and share experiences and information with fellow legal managers. The open dialog is designed to create and cement professional ties among members, providing a strong network of peers from coast to coast. We hope to see you in October for the ALA 2011 Intellectual Property Retreat. For more information, go to <http://www.alanet.org/meetingsevents/ip/default.aspx>.

2011 Large Firm Principal Administrators Retreat

This annual retreat provides the principal administrator in a law firm (with 100 or more lawyers in all locations) an opportunity to learn how to handle the challenges and demands of running a large organization. The retreat's highly focused educational program addresses some of the unique challenges and issues facing large law firms today. In addition, ample time is offered for idea exchanges where attendees can discuss a wide range of topics of interest to law firm leaders. Next year's conference will be held September 22-24, 2011 at the Ritz-Carlton in Chicago, IL. For more information contact the [Director of Conferences & Meetings](#) at ALA Headquarters.



***Annual
Conference &
Exposition***

2012 Annual Conference & Exposition

April 22-26, 2012

Hawaii Convention Center, Hilton Hawaiian Village
Honolulu, Hawaii

The Association of Legal Administrators (ALA) Annual Conference & Exposition is the legal management profession's most comprehensive event of its kind. Featuring dynamic and relevant education presented by recognized leaders in their field, the ALA Annual Conference will enhance your knowledge, develop your management skills, and enable you to achieve greater personal and professional growth.

ALA's three-day Exposition is a vital extension of the educational program and provides the opportunity to update yourself on the latest technologies, find solutions to business issues, solve problems, uncover emerging trends, and develop valuable resources and partnerships in the legal industry.

The Annual Conference also provides ample opportunities for networking. Various events, including receptions, lunches, and idea exchanges, will allow you the time to discuss your day-to-day challenges and unique issues with other legal management professionals from around the world. You're sure to learn tips, tactics, and wisdom that you can implement back at your workplace.

Your Checklist to Obtain Support

- Plan early! In addition to early bird registration discounts, planning early will enable you to obtain lower airline fares and ensure availability in the Conference hotel (which offer significant ALA discounts over standard room rates). An early request shows that you are a careful planner.
- Formalize your request in writing. Support your request with specific reasons you should attend. Specifically identify what benefits your firm will obtain by your attendance at the conference. What sessions meet objectives and learning opportunities that are of critical importance to your firm? Prepare a list of exhibitors that you want to meet with to discuss their products and why?
- Prepare a budget for cost of attending (or use the form located on the Conference website) and be willing to show your commitment by absorbing a portion of the cost personally if needed. Use frequent flyer miles or hotel points to offset the cost of attending. Would you be willing to share a hotel room with a member of your chapter? Consider using vacation time for some of the days out of the office. Remember that you are making a commitment to your own education as well as the firm. Be sure to note that most meals are covered in the Conference registration fee.
- Involve your staff. Share your Conference materials and ask them for input on which education sessions would benefit them. Agree to bring back Conference materials and share with them.
- Share Conference materials with your partners. Ask them for input on which sessions and vendor partners information they feel would benefit the firm the most.
- Identify those individuals on your staff that will handle your responsibilities while you are out of the office. Remind the partners that current technology, cell phones and Blackberries, allow you to be easily accessible during your time away from the office.

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Calendar of Upcoming Events (2011 through 2014)

2011

August 21, 2011

- **Program:** Monthly Educational Meeting – Co-sponsored with Legal Marketing Association
- **Location:** Thompson Coburn
- **Speaker:** Alycia Sutor is a Partner at Akina Corp, where she helps lawyers and law firms rethink how they approach marketing, sales and leadership issues. Prior to joining Akina, Alycia was the Marketing Director for Goldberg Kohn, a mid-sized Chicago firm, as well as a marketing and business development professional for McDermott, Will & Emery.
- **Topic:** Akina has identified the Top 10 Rainmaker Best Practices, that when focused on with discipline and intention, distinguish you and your firm and help you gain a competitive business development advantage. This program focuses on WHAT works in any market and HOW to implement the best practices to impact your business with increased revenue, increased leverage of time and resources and improved accuracy and predictability in your pipeline.

September 15-17, 2011

- **Program:** Region 3 & 4 Conference & Expo
- **Location:** The InterContinental | Kansas City, MO
- **Contact:** Lisa Mikita, ALA Headquarters

September 22-24, 2011

- **Program:** ALA Large Firm Administrators Retreat
- **Location:** The Ritz-Carlton Chicago | Chicago, IL
- **Contact:** Lisa Mikita, ALA Headquarters

October 19, 2011

- **Program:** Annual Partner Event, Bud Koegh
- **Location:** Four Seasons Hotel
- **Speaker:** Egil “Bud” Krogh, an official of the Richard Nixon administration who was imprisoned for his part in the Watergate scandal. joined the Nixon White House as an advisor on the District of Columbia and later served as liaison to the Federal Bureau of Investigation and the Bureau of Narcotics and Dangerous Drugs.
- **Topic:** Professional Ethics: Keep you and Your Law Firm in the Integrity Zone. Egil Krogh’s Lessons Learned.

November 11-12, 2011

- **Program:** ALA Board of Directors Meeting
- **Location:** Kiawah Island Golf Resort | Charleston, SC
- **Contact:** Lisa Mikita, ALA Headquarters

November 16, 2011

- **Program:** Topic to be determined
- **Location:** BREAKFAST MEETING, Hilton Hotel, Frontenac

2012

January 2012 2012 Nominating Committee Selection & Meeting

February 15, 2012 2012 Slate of Officers Presented to Membership

February 20, 2012

- **Program:** Monthly Educational Meeting
- **Location:** TBD
- **Speaker:** Rita Alli, Past President of ALA National, Director of Professional Development, Recruiting and Diversity for Stoel Rives LLP.
- **Topic:** Building a Culture of Client Service Among Your Staff - Client service is what distinguishes a good law firm from a great law firm. Building a culture of outstanding client service starts with your staff and how they deliver services to your internal “clients” – the lawyers.

March 21, 2012

- **Program:** Election of 2012-2013 Officers – Monthly Educational Meeting
- **Location:** TBD
- **Speaker:** Karen Griggs, ALA National President

April 23–26, 2012

- **Program:** ALA National Annual Educational Conference & Exposition
- **Location:** Hawaii Convention Center, Hilton Hawaiian Village | Honolulu, Hawaii

2013

April 15-18, 2013

- **Program:** ALA National Annual Educational Conference & Exposition
- **Location:** Gaylord National Resort & Convention Center | National Harbor, MD (Washington DC area)

2014

May 19-22, 2014

- **Program:** ALA National Annual Educational Conference & Exposition
- **Location:** Metro Toronto Convention Center | Toronto, Ontario, Canada

2011-2012 ALA Gateway Chairs and Committees

Bar Liaison	Dianne Feltz, Co-Chair Angela Schaefer, Co-Chair
Community Challenge Weekend	Sherry Smith, Co-Chair Joe Taylor, Co-Chair
Diversity	Michelle Martin, Chair Timothy Tyler
Education/Professional Development	Sherry Hurst, Chair Tracy Bollig Mary Jennings Cindy Reeg Angela York
Human Resources	Mary Jennings, Chair Lisa Hollerbach
Membership Committee	Patty Brokaw, Co-Chair Debbie Schneider, Co-Chair
Newsletter	Angela Louis, Chair
Operation Bunny Hop	Ana Helton, Co-Chair Lisa Lange, Co-Chair
Salary Survey	Sarah Whitehead, Chair Steve Heinle Angela Louis Carla Lucz
Business Partner Expo/ Business Partner Relations	Cheri Meier, Chair Patty Barbachem Julie Hill Lisa Waligorski
Website	Kara Brostron, Chair