



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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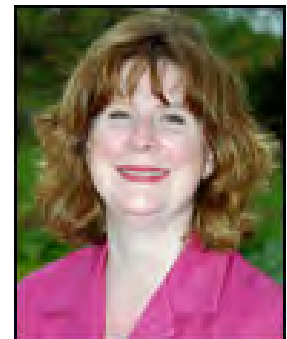
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INSIDE THIS ISSUE:

From the President, Angela Louis.....	1
Catching Up With... Connie Wiechens!.....	2
Business Partner Success Story – Balaban’s.....	4
What Going on with SPA.....	5
Why Attend the Regional Conference?	5
Diversity Report.....	5
View it on the ALA National Website... Question of the Month	7
Professional Legal Management Week.....	7
CLM Study Group	9
Vendor Fair Photos	9
Calendar of Upcoming Events (2010 through 2012).....	10
2010-2011 ALA Gateway Chairs and Committees	12

From the President, Angela Louis

Finally, the cooler weather is here or at least this week in St. Louis..... The Gateway Chapter is having a phenomenal business partner year and the 2010 Vendor Fair was a great start to the year. We have many steadfast business partners and many new business partners that have joined us this year. You will find an online directory of all of the business partners at www.ala-gateway.org please look at when you are considering new purchases or services. Great job on the Vendor Fair - Donna Sobkoviak, Cheri Meier and Lisa Waligorski.



The 2010 St. Louis Diversity Job Fair had another successful year. This fair provided interviewing and networking opportunities for many students. Great job - Angela Schaefer and Andrea Conley for the planning, organizing and the success of this event.

Looking forward – We kick off October with the Casino Night on October 1st, at the Kirkwood Community Center, the Chapter will be donating all of the proceeds to the Ronald McDonald House and Shriners Hospital for Children. See Paul Dalziel and Joe Taylor for more information.

Professionals in Legal Management Week (PLMW) October 4th – 8th. The Gateway Chapter has received a signed proclamation from Jeremiah W. (Jay) Nixon, Governor of the State of Missouri, proclaiming this week in October to be the Association of Legal Administrators and PLMW week. The Gateway Chapter is celebrating PLMW on Thursday, October 7th, by hosting a networking and wine tasting event with fellow legal associations. We have asked each organization's President and/or appointed Board member to give a 3-minute presentation of their organizations, and all of their members are invited to attend. See Julie Hill for more information.

Annual Region 3 Conference will be held in Chicago on October 15th – 16th. For more information on this event, go to the ALA National website at www.alanet.org.

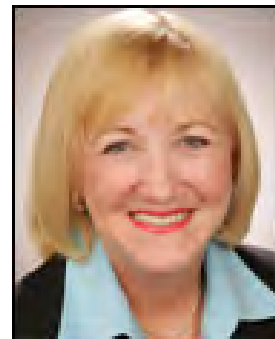
October 20th is our educational lunch with guest speaker, Steph Burns of Transworld Systems, and he will share his insights on improving the firm's accounts receivables. See Patty Barbachem for more information.

Knowledge and networking is at your fingertips get involved in the Gateway Chapter.

See you at some of the above events!

Catching Up With... Connie Wiechens!

Connie Wiechens is the Administrator of The Stolar Partnership LLP. She has been an ALA member since 1989. We recently quizzed Connie for the “Catching Up With...” section, and her answers are below.



Wiechens

1. My main responsibilities are... *Accounting, Human Resources, Office Management.*
2. I became a legal administrator when... *The firm was looking for a new legal administrator and I decided to submit my resume, that was in 1989. At the time, I was the Systems Administrator and was working on my degree in Management.*
3. The thing I like best about being a legal administrator is... *It is never boring. You never know what the day will bring.*
4. The thing I like least about being a legal administrator is... *Terminating people. I will never get use to that.*

5. The hardest situations I have had to deal with... *Cutting work force. And also dealing with very personal issues with employees.*

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6. As a legal administrator, I never thought I'd have to... *Deal with some of the more petty, insignificant issues that we must deal with day to day.*

7. The best advice I'd received from a fellow legal administrator is... *Be able to make decisions and live with the consequences.*

8. I decided to join the ALA because... *I was new to the field and I needed lots of advice. Luckily the first conference I attended was not long after my promotion. At that time they had a session for just new administrators. It was the best thing I could have done.*

9. My impression of the Gateway Chapter is... *Very positive. Everyone is always ready to answer any questions you might have and assist in any way possible. We have great members. I really enjoy attending meeting and functions when I have time. Time is a*

problem though.

10. If I were not a legal administrator I would be... *Probably still something in accounting. Although, in my younger days I wanted to be a dietician.*

11. In my spare time I like to... *Play golf, cook and travel with my man, read, play with my two shih tzu's, workout, take long walks, attend cooking classes. I am taking knitting lessons now.*

12. Three words that best describe me are... *Energetic, dedicated and out spoken.*

13. The biggest change I've seen in the legal industry is... *Technology. I started when we were still using Wang computers.*

14. The most challenging part of being a legal administrator is... *Dealing with all the many personalities.*

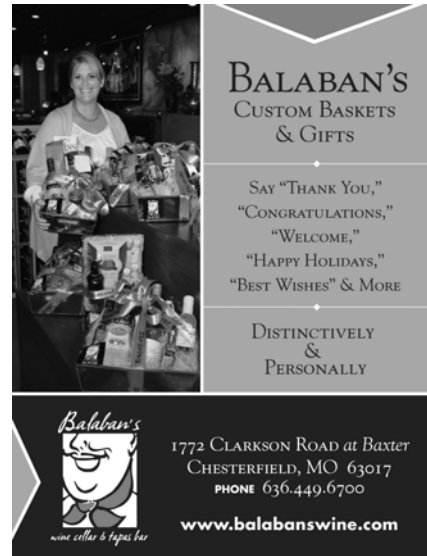
Business Partner Success Story – Balaban’s

Melissa Holmes | Balaban’s

Always about conviviality, whether the original legendary café or the new, modern and evolved wine cellar and tapas bar in Chesterfield, Balaban’s sees ALA as a kindred organization, promoting networking opportunities and the importance of St. Louis home turf.

Co-owner Brian Underwood, an attorney in private practice with the Peper Martin law firm (now part of Husch Blackwell) who headed compliance at A.G. Edwards for 25 years, sought a partnership with ALA because he wanted a bridge from Balaban’s to his legal contacts and recognized the role and importance of an administrative liaison organization offering education and other services to its members.

Underwood believes Balaban’s can serve ALA. “We operate a corporate box lunch program from one of the finest kitchens in the region offering a menu including Balaban’s classic dishes as well as new seasonal choices,” Underwood said.



“I’m not bragging . . . well, maybe a little, but check our website (www.balabanswine.com) and read Dave Lowry’s review in the September issue of St. Louis Magazine. Or, listen to John Carney rave any Tuesday night in the 9PM hour on KMOX (1120) Radio as he partners with my co-owner Steve McIntyre for a radio question and answer segment on wine.”

For corporate gifts, especially the custom baskets designed by Melissa Holmes, Balaban’s delivers distinction with a personal touch. Holmes’ unique baskets which she exhibited at the Gateway Chapter’s August Business Partner Fair, feature well priced or special bottles of wine, unusual wine accessories and ingredients which partner with the wine.

Gifts from Balaban’s---custom baskets, wine club memberships, wine dinners or classes, wine accessories---reflect the history, the panache, the quality of a locally owned truly St. Louis business.



What Going on with SPA

Michele R. Hyatt | Vice President of the St. Louis Paralegal Association

The St. Louis Paralegal Association has a lot to offer paralegals in the St. Louis area. If anyone is interested in becoming a member you can go to our website of www.stlpa.org and download an application. The next event we are co-hosting with ALA is Casino Night scheduled for October 1, 2010 at the Kirkwood Community Center starting at 7pm. SPA purchased a 42" flat screen TV to raffle off. We hope to see a lot of people there to support the Ronald McDonald House and Shriners Hospital for Children. SPA has a membership meeting once a month and most all are CLE approved. Our next membership meeting is scheduled for October 13, 2010 at the Law Offices of Thompson Coburn. The speaker is Amy Gunn of the Simon Law Firm and she will be speaking about Document Management in the Trenches: How Paralegals can get (and stay) organized. You may also look on our website calendar to get the information for this meeting as non-members are welcome to come. Another successful program we have in our association is the Job Bank for members. We currently have six job openings in the St. Louis area and just recently one of our members obtained her current job through this free service to our members. If anyone is looking to hire a paralegal, please contact Eva Merrell, our Job Bank Chairperson, at (314) 621-5070.

Why Attend the Regional Conference???

The Power of One Idea

One new idea – like a change in procedure, policy, introduction of a new product or service – makes the investment of attending a regional conference worthwhile:

- Emphasize the most important thing you learned as a result of attending the regional conference
- Share new ideas with all law firm members
- Demonstrate new skills or processes you learned that will save the firm time and money
- Keep in contact with other conference attendees to build your networking resources
- Provide an executive report that summarizes new ideas you want to implement or develop further
-

Attending a regional conference is a valuable experience for everyone involved. Don't keep it a secret!

****Diversity Report****

Michelle A. Martin | ALA Gateway Diversity Chair

Over the last couple of months the Diversity Committee has been active in seeking out opportunities to align our chapter with the goals of ALA to increase diversity in the Association, in the legal management community and in all legal service organizations. We have enhanced the mentoring program, promoted the scholarship and introduced some different educational

opportunities. As the year is moving swiftly, we are moving forward, working to keep the Gateway Chapter active and interested in diversity.

One of the ways we have broadened how we define and view diversity was collaborating with the Education Committee in bringing the DisAbility Project to our September meeting. Their performance and education regarding the ADA, employment, transportation, social and emotional barriers of those that are disabled was a huge success. The reviews were some of the best we have received and we stepped outside of the box in terms of how the information was delivered.



Throughout the remainder of the year, our Chapter has committed to having at least one meeting focus on diversity. Other opportunities will include working with our Human Resources Committee to host a discussion or roundtable on diversity policies that have been implemented. This would also be an opportunity to share information with our members that are seeking ways to implement diversity policies in their respective firms.

Our scholarship materials will be distributed in late October for the Spring 2011 term. The materials will be sent to students attending University of Missouri, St. Louis, Harris Stowe University, St. Louis University, SIU-Edwardsville, Fontbonne, Lindenwood, Webster, St. Charles Community College, SWIC and area St. Louis Community Colleges.

Susan Muszynski took the lead in developing mentoring materials to provide ALA Gateway Chapter mentors a guide for future mentoring opportunities. We are working on a guide for the students that participate in the program. Currently we expect to have students from St. Louis University and University of Missouri St. Louis seeking mentors. We will accept and pair students from other schools that express an interest in our program. If you are interested in being a mentor, please contact myself, Susan Muszynski or Jacquie O'Quinn.

With the retirement of William "Bill" Turkington, we are seeking volunteers to join the Diversity Committee. We are fun, creative and enjoy getting the job done. This is a great opportunity to get involved, share your talents and be part of a great committee. If you are interested, please contact Michelle Martin at (314) 552-6397 or mamartin@thompsoncoburn.com.

Upcoming Event - Northwest Academy of Law Career Fair, Wednesday, October 20, from 9:00 am – 11:00 am, 5140 Riverview Blvd., St. Louis MO. This is a wonderful way to share information regarding careers in the legal industry and interact with students and faculty. If you are interested in participating, please contact Sue Lampros, Career Fair Coordinator at (314) 385-4774 or Susan.Lampros@slps.org.

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

Q: What guidance can you give to help me determine associate and staff bonuses?

A: In general, there is little solid information regarding bonus criteria in law firm settings (or in any setting, for that matter), because of the discretionary nature of bonuses, which can be tied to performance, or firm profits, or length of service, or any combination of those, or even none of the above – as with many things in the law firm environment, “It all depends.” We can offer some guidance, however. Here are some thoughts from the experts: [CLICK HERE](#) to view the experts thoughts on ALA National Website

Celebrate PLMW!

The Gateway Chapter of ALA is pleased to invite you to a

Networking and Wine Tasting Event

Thursday,
October 7th,
2010

4:30 – 6:30pm

Offices of
Husch
Blackwell LLP

6th Floor
Amenity Deck,
190 Carondelet
Plaza in
Clayton, MO

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to you and
your
members.

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the invitation!



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October 4 – 8, 2010

International
Professional Legal
Management WeekSM

PLMW Magazine — 4th Edition coming in the Fall of 2010

The 4th Edition of *PLMW Magazine* — which will be published in Fall 2010, shortly before **Professional Legal Management Week** in October — will address topics, issues and trends related to not only legal administrators, but to all people on legal management teams who contribute to their organizations' successes. **PLMW** cosponsoring organizations all provide exclusive content for the publication, which, in turn, is mailed to all members of those organizations.

Did you miss any of the first three annual issues of *PLMW Magazine*? You can read all of the articles from the 2007, 2008 and 2009 issues and a variety of exclusive online content at the official **Professional Legal Management Week** Web site — www.plmw.org.



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Managing Partners' Forum

NALP — The Association for Legal
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Office of the Governor
State of Missouri

Proclamation

WHEREAS, the Association of Legal Administrators Gateway Chapter promotes and enhances the competence and professionalism of all members of the legal management team, improves the quality of management in law firms and other legal service organizations, and represents professional legal management and managers to the legal community and to the community at large; and

WHEREAS, members of the Association of Legal Administrators and other legal industry professionals have a special week to call their own, Professional Legal Management Week; and

WHEREAS, Professional Legal Management Week provides a forum for recognizing those in legal management for what they do and the roles they play in their organizations' successes; and

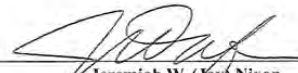
WHEREAS, Professional Legal Management Week's objectives are to provide awareness, understanding and education about the legal management profession; to increase knowledge of the diverse roles within the profession; and to communicate to key stakeholders the importance of and need for professional management teams in all facets of enterprise leadership.

NOW THEREFORE, I, Jeremiah W. (Jay) Nixon, GOVERNOR OF THE STATE OF MISSOURI, do hereby proclaim October 4 – 8, 2010, to be

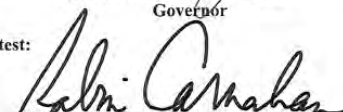
**ASSOCIATION OF LEGAL ADMINISTRATORS
PROFESSIONAL LEGAL MANAGEMENT WEEK**

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Missouri, in the City of Jefferson, this 2nd day of September, 2010.




Jeremiah W. (Jay) Nixon
Governor

Attest:


Robin Carnahan
Secretary of State

CLM Study Group

The Gateway Chapter Certified Legal Manager (CLM) Study Group, formed in early September, currently has six participating members; four of whom plan to take the exam either in May or September 2011. The Study Group has access to and shares the books and materials that are listed as suggested reading material on the National website.

The Study Group's initial meeting took place on Monday, September 13th from 11:30 a.m. – 1:30 p.m. at the offices of Carmody MacDonald P.C. in Clayton. At that meeting the participants determined that it would be best to meet for two-hour sessions every two weeks. The participants also selected books and agreed to report on what they read at the next session.

The second Study Group session took place at the offices of Reeg Law Firm in Clayton on Tuesday, September 28th from 11:30 a.m. – 1:30 p.m. The group reviewed the CLM Flash cards and reported on what they had learned from the books they are reading. There was further discussion on organizing the notes and reports into the appropriate section of the exam, such as Human Resources or Accounting material.

The next CLM Study Group session is scheduled for Tuesday, October 12th from 4:00 p.m. – 6:00 p.m. at the downtown St. Louis offices of Hepler Broom LLC. If you are interested in joining the Gateway Chapter CLM Study Group, please contact Donna Sobkoviak at (314) 991-4999 or dsobkoviak@summerscomptonwells.com. For more information about the CLM exam, please go to <http://www.alanet.org/clm/about.aspx>.

Vendor Fair Photos



2010 ALA Gateway Vendor Fair



Mid-America Coffee Service



GFI Digital, Inc.



Pohlman Reporting



CBiz



2010 ALA Gateway Vendor Fair



Midwest Litigation

Calendar of Upcoming Events (2010 through 2012)

2010

October 1, 2010

- Program: Community Challenge Weekend – ALA Casino Night
- Location: Kirkwood Community Center, 111 S. Geyer Rd., Kirkwood, MO 63122
- Contact: Joe Taylor @ jtaylor@uselaws.com for more details

October 15-16, 2010

- Program: ALA Region 3 Educational Conference & Exposition
- Location: The Drake Hotel, Chicago, IL
- Contact: Jane Mundell, ALA Headquarters

October 19, 2010 (3rd Tuesday due to Chicago conference)

- Program: Healthy Self : Work-Life Balance
- Speaker: Theresa Ebeling, People Resources EAP Provider
- Location: Fox Galvin, One Memorial Drive, 16th Floor, St. Louis, Missouri, 63102
- Cost: \$10
- Time: 12PM – 1PM

October 20, 2010

- Program: Improving your Accounts Receivables
- Speaker: Steph Burns | Transworld Systems
- Location: Sandberg Phoenix, 600 Washington Avenue, 13th Floor, St. Louis, Missouri, 63101
- Cost: \$20 Member / \$25 Non-member
- Time: 12PM – 1:30PM

November 5-6, 2010

- Program: ALA National-Board of Directors Meeting
- Subject: Top ten issues in the profession and trends in compensation for partners, associates and administrators.
- Location: Westin St. Louis, 811 Spruce Street, St. Louis, MO 63102

November 17, 2010

- Program: ALA Partner Event
- Location: Renaissance Pittsburgh Hotel, Pittsburgh, PA
- Contact: Nicole Larson, ALA Headquarters

2011

January 2011 2011 Nominating Committee Selection & Meeting

February 16, 2011 2011 Slate of Officers presented to Membership

March 16, 2011 Election of 2011-2012 Officers

May 23 – 26, 2011

- Program: ALA National Annual Educational Conference & Exposition
- Location: Orlando World Center Marriott Resort & Convention Center, Orlando, Florida

January 2012 2012 Nominating Committee Selection & Meeting

February 15, 2012 2012 Slate of Officers presented to Membership

March 21, 2012 Election of 2012-2013 Officers

April 23 – 26, 2012

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

2010-2011 ALA Gateway Chairs and Committees

Bar Liaison	Dianne Feltz, Co-Chair Angela Schaefer, Co-Chair
Community Challenge Weekend Diversity	Paul Dalziel, Co-Chair Joe Taylor, Co-Chair Michelle Martin, Chair Susan Muszynski Bill Turkington
Education/Professional Development	Steve Gilliland, Chair Tracy Bolling Connie Wiechens Angela York
Human Resources Membership Directory Membership Committee	Sarah Whitehead, Chair Angela Louis, Chair Patty Brokaw, Co-Chair Mary Hoffman, Co-Chair
Newsletter	Kara Brostron, Co-Chair Mary Jennings, Co-Chair
Operation Bunny Hop Salary Survey	Ana Helton, Chair Sarah Whitehead, Chair Carla Lucz Angela Louis Debbie Schneider
Vendor Relations/ Vendor Fair	Maria Harvey, Co-Chair Donna Sobkoviak, Co-Chair Johnna Ferguson Cheri Meier
Website	Marie Vogt, Chair