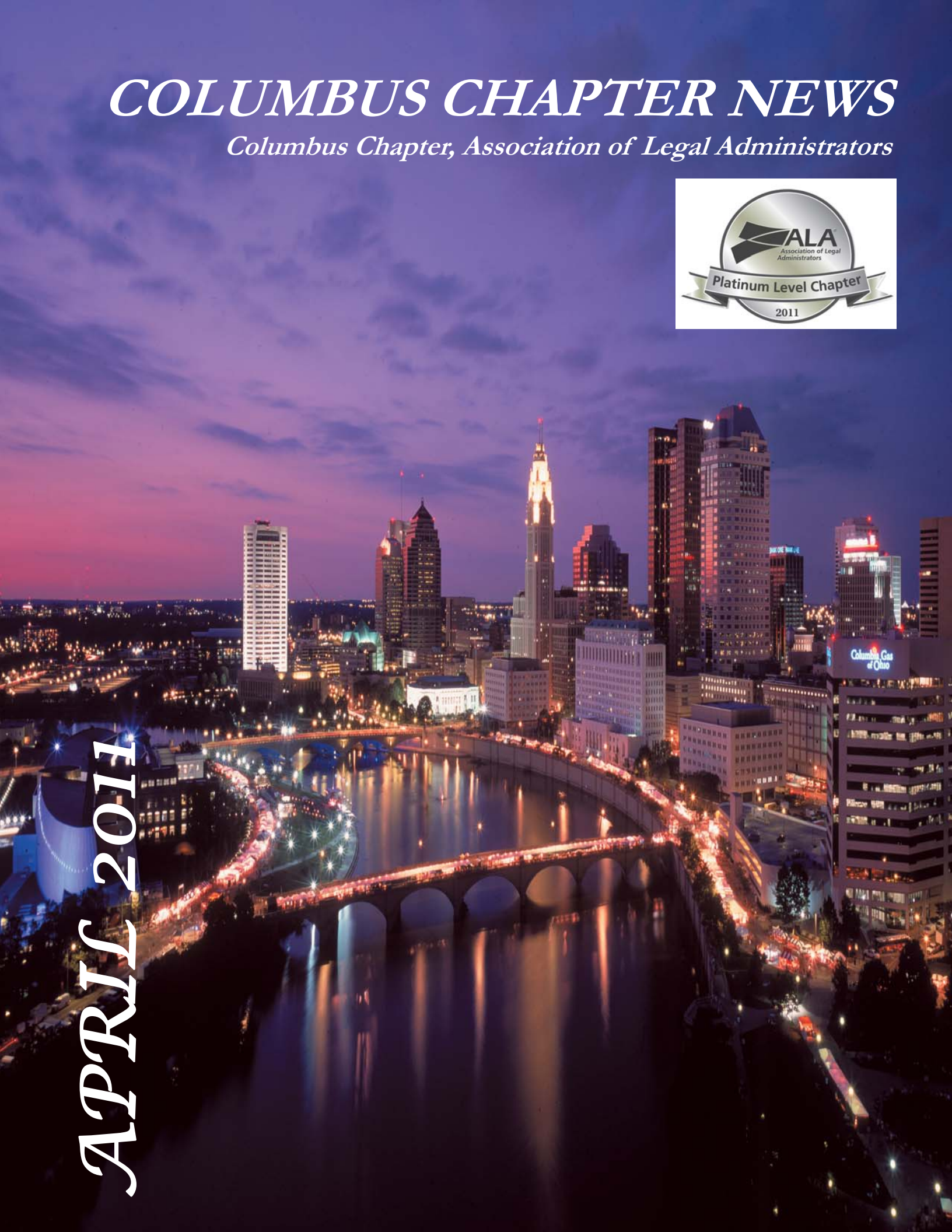


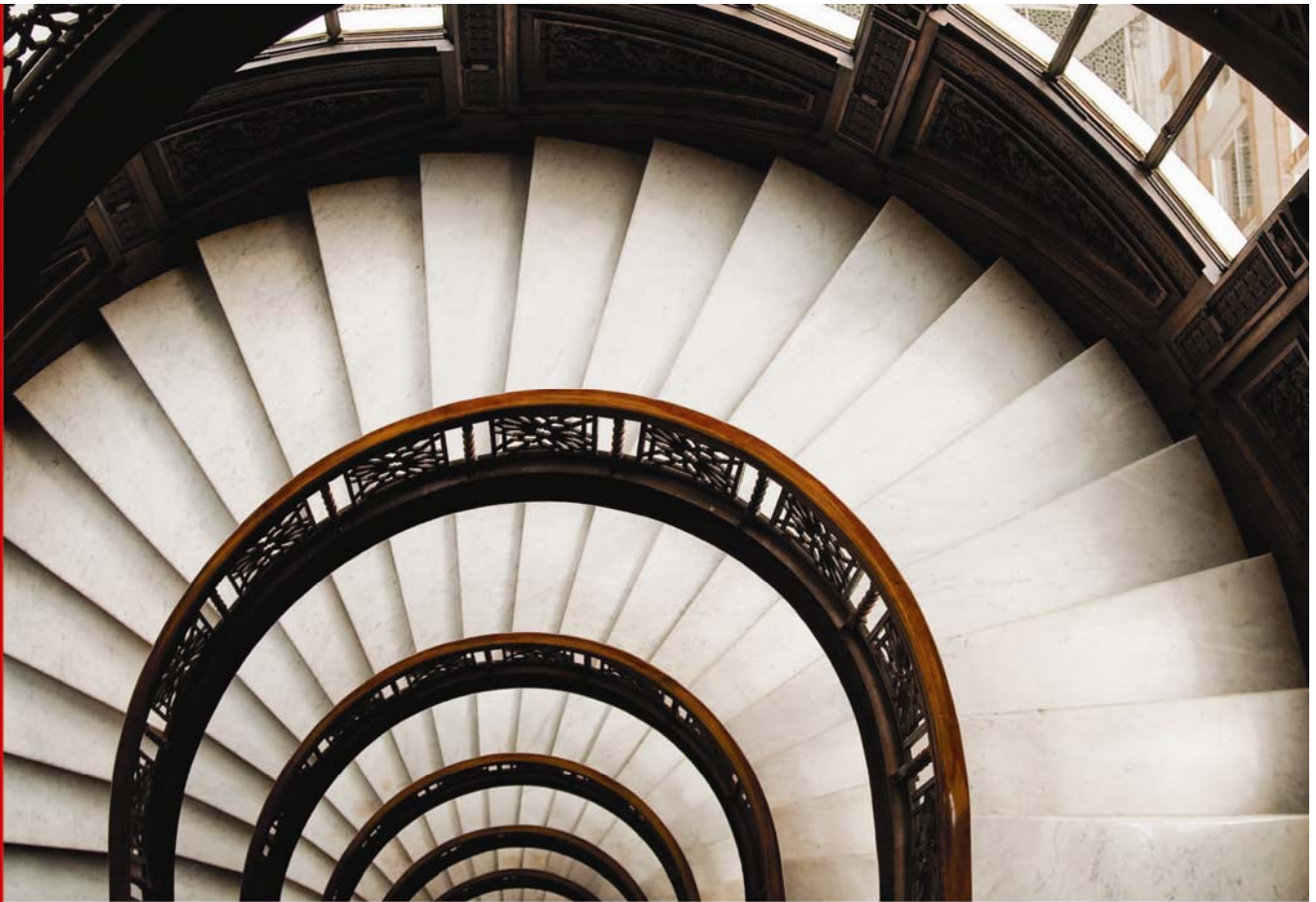
# *COLUMBUS CHAPTER NEWS*

*Columbus Chapter, Association of Legal Administrators*



*APRIL 2011*





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Cover Photo provided by Columbus Chamber of Commerce, <http://www.columbus.org>

## Special Thanks to Our Business Partners:

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**Lexis Nexis**

**GOLD LEVEL**  
**Aspen Staffing Services**

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**Control Systems (Copitrak)**

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Visit our Business Partner page on the Columbus Chapter Web site, <http://www.alacolumbus.org/vendors.htm>

Visit the Business Partner Resources tab on the ALA Web site at <http://www.alanet.org/resourceforvendors/welcome.aspx>

## President's Message



*Chapter President  
Cara Tammaro*

As I sit down to write this, I look back at letters written by those that came before me and there was a common theme. The time serving on the board goes by so fast! I also realize that I have big shoes to fill and feel a little anxious about my ability to meet everyone's expectations. I'm also very excited about the upcoming year. Thank you for giving me the opportunity to serve as your president.

Of course this is not a solo act and I have the privilege of serving with a great team. Paul Boyd, who will continue to serve as our immediate past president and chair of the Past President's Council, is to be commended for leading us to another year as a Platinum Chapter. Congratulations! Also serving on the board is Beth Hoef, our Vice President. She's advancing through the board positions at warp speed (thanks Doyle and Jennifer). Thank goodness she's up to the task and unfazed by it all. You should know that she's been handling both the treasury duties and the secretary duties for the last several months. Needless to say Beth is very excited about our two newest board

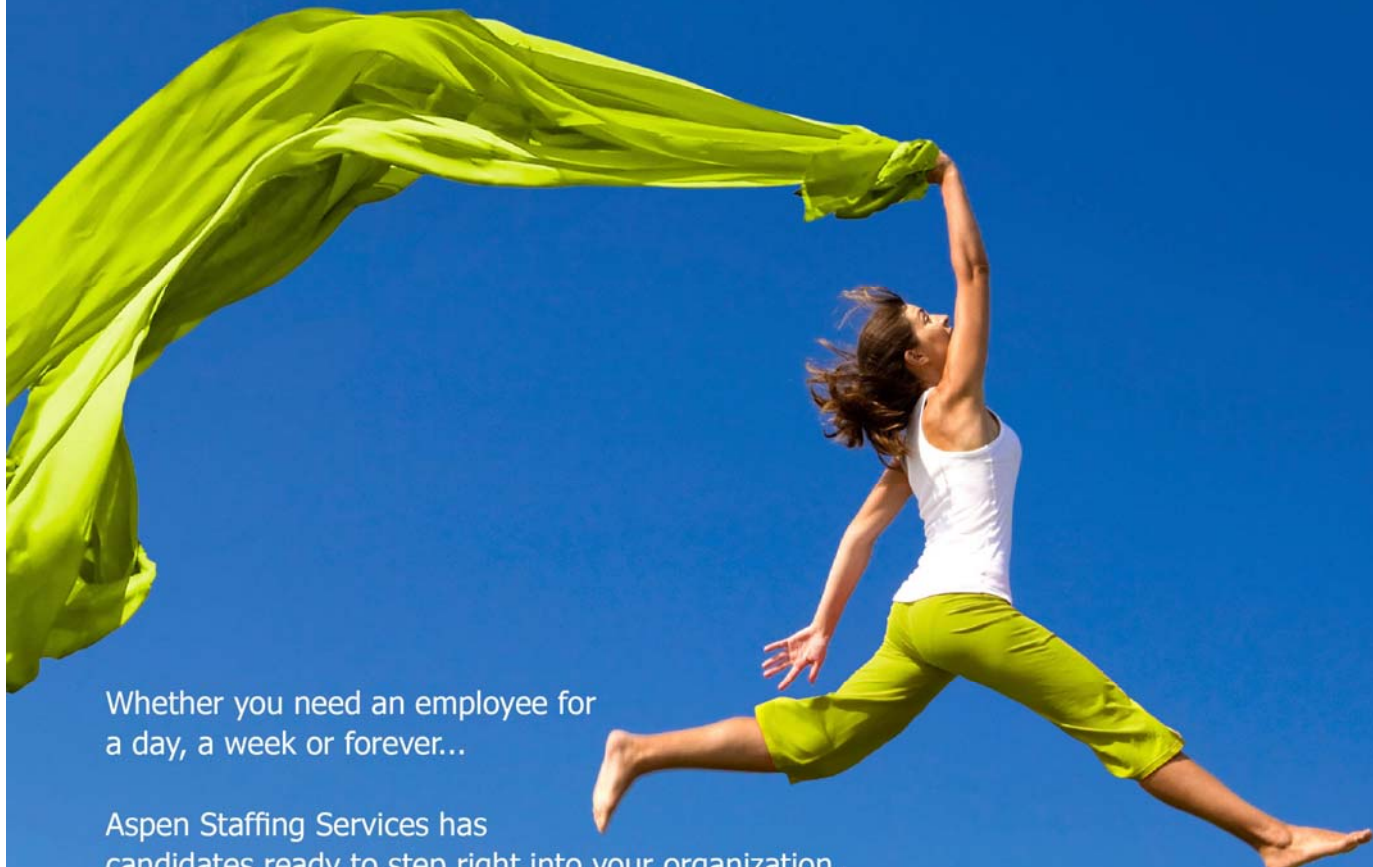
members, Janie Jude-Askew and Sara Leech. Janie will assume the treasury duties and Sara, the secretary duties as Beth transitions over the next month or so. Thanks to all three of you for your commitment to serve. And our team would not be complete without Karen Scurlock as VP of Membership (with help from Laura Carpenter, who co-chairs the committee), Rob Sander as VP of Business Partner Relations, and Cindy Wesney as VP of Communications, who after all these years continue to commit their time to the chapter. You're amazing!

In preparing for the upcoming year, the board looks at our purpose. The mission of the Columbus Chapter is to provide educational and networking opportunities, increasing awareness and building relationships, upholding the integrity of our profession, giving back to our community, contributing to the ongoing training of our membership and supporting one another in our chosen careers. The board plans to accomplish this through our education series which includes great speakers for our monthly chapter lunches as well as opportunities to network and share ideas. The Past President's Council is planning a half day seminar. Along the way we also hope to provide scholarship opportunities to both the national and regional conferences. And giving back to the community is made easy by all the activities planned by the community service committee.

Looking forward I mentioned that I am very excited about the upcoming year. When you think of all the people who help make the chapter what it is, how can you not be excited? We have a great membership and in the end it is all about you. Everything the board does is for you. Help us to meet the goals and provide you with the education and networking opportunities that are meaningful to you by providing your feedback or by getting involved. We welcome your feedback, ideas and your involvement. In fact, we count on it.

*Cara*

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## Upcoming Events

### APRIL 2011

| SU | MO | TU | WE | TH | FR | SA |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

**5 – Tuesday – 12:00 PM**  
**Chapter Board Retreat**  
 Kegler, Brown, Hill & Ritter

**20 – Wednesday – 12:00 PM**  
**Monthly Chapter Meeting**  
 Columbus Renaissance  
 Connecting With Purpose (CM)  
 Merri Bame, Breaking Down  
 Barriers, Speaker  
 RSVP to Beth Hoeft at  
[bhoeft@downesfishel.com](mailto:bhoeft@downesfishel.com) by  
 Friday, April 15

**20 – Wednesday – 2:00 PM**  
**ALA Webinar\***  
 Lockstep to Levels After the Dust  
 Settled – Unlocked, Unloaded,  
 Successful?  
 For more information visit the ALA  
 Web site at [www.alanet.org/webinars](http://www.alanet.org/webinars)

**26 – Tuesday – 12:00 PM**  
**Chapter Board Meeting**  
 Kegler, Brown, Hill & Ritter

### MAY 2011

| SU | MO | TU | W  | TH | FR | SA |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

**19 – Thursday – 12:00 PM**  
**PLEASE NOTE DATE CHANGE**  
**Monthly Chapter Meeting**  
 Columbus Renaissance  
 Collections Utilization Using the IT,  
 Marketing and Accounting  
 Departments Succinctly (FM)  
 Sam Shipley, Director of IT, Ulmer  
 & Berne, Speaker  
 RSVP to Beth Hoeft at  
[bhoeft@downesfishel.com](mailto:bhoeft@downesfishel.com) by  
 Friday, May 13

**18 – Wednesday – 2:00 PM**  
**ALA Webinar\***  
 Leasing: The Fine Print Financial  
 Implications  
 For more information visit the ALA  
 Web site at [www.alanet.org/webinars](http://www.alanet.org/webinars)

**22-25**  
**ALA Annual Conference &  
 Exposition**  
 Orlando World Center Marriott  
 Resort and Convention Center,  
 Orlando, FL

**31 – Tuesday – 12:00 PM**  
**Chapter Board Meeting**  
 Kegler, Brown, Hill & Ritter

### JUNE 2011

| SU | MO | TU | WE | TH | FR | SA |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

**15 – Wednesday – 2:00 PM**  
**ALA Webinar\***  
 Communicating Benefits to Reach  
 and Engage Employees  
 Chapter will pay for the Webinar,  
 hosted by Donna Bean. If interested  
 in attending, RSVP to Donna at  
[dbean@lnlattorneys.com](mailto:dbean@lnlattorneys.com)  
 For more information visit the ALA  
 Web site at [www.alanet.org/webinars](http://www.alanet.org/webinars)

**23 – Thursday – 12:00 PM**  
**PLEASE NOTE DATE CHANGE**  
**Monthly Chapter Meeting**  
 Columbus Renaissance  
 Town Hall Meeting with Special  
 Guest Steve Wingert, ALA President  
 Elect  
 RSVP to Janie Jude-Askew at  
[jjude-askew@lblaw.net](mailto:jjude-askew@lblaw.net) by  
 Friday, June 17

*\*A reminder that if you are interested in attending any ALA Webinar, please contact Columbus Chapter President Cara Tammara at [ctammara@keglerbrown.com](mailto:ctammara@keglerbrown.com). If at least five chapter members are interested, the Chapter will pay for the webinar.*

## Diversity Spotlight



### *Plan Diversity Education Based on National Commemorative Dates*

Based on the national commemorative schedule, *Diversity Matters*, a Columbus, Ohio-based consulting firm specializing in diversity and inclusion training ([www.diversity-matters.net](http://www.diversity-matters.net)) has assembled a list of topics with experts who can facilitate ongoing exchanges utilizing educational resources available from such sources as the Library of Congress.

Consider the following monthly opportunities to celebrate the richness of your workforce with education spotlighting the following:

February -- *African American History Month* -- celebrates the contributions that African Americans have made to American history in their struggles for freedom and equality and deepens our understanding of our Nation's history.

March -- *Women's History Month* -- celebrates the struggles and achievements of American women throughout the history of the United States.

May -- *Law Day* -- a national day to celebrate the rule of law and its contributions to the freedoms Americans enjoy.

May -- *Asian Pacific Heritage Month* -- a month to celebrate and pay tribute to the contributions generations of Asian and Pacific Islanders have made to American history, society and culture.

June -- *Lesbian, Gay, Bisexual and Transgender Pride Month* -- commemorates the events of June 1969 and works to achieve equal justice and equal opportunity for LGBT Americans.

September -- *Constitution Day and Citizenship Day* -- Constitution Day and Citizenship Day is observed each year on September 17 to commemorate the signing of the Constitution on September 17, 1787 and "recognize all who, by coming of age or by naturalization, have become citizens."

September 15 - October 15 -- *National Hispanic Heritage Month* -- celebrates and recognizes the contributions Hispanic Americans have made to American society and culture and to honor five of our Central American neighbors who celebrate their Independence days in September.

October -- *National Disability Employment Awareness Month* -- celebrates the accomplishments in the workplace of persons with disabilities and reaffirms the commitment to ensuring equal employment opportunities to all citizens.

November -- *American Indian Heritage Month* -- celebrates and recognizes the accomplishments of the peoples who were the original inhabitants, explorers and settlers of the United States.

December -- *Human Rights Day* -- observed each year to commemorate the adoption of the Universal Declaration of Human Rights (UDHR) by the United Nations General Assembly on December 10, 1948.

*Betsy Wetherby, Diversity Committee Chair*

## Ten Ways to Cut Overhead

By Ed Wesemann



As clients become more sensitive to legal fees and law firms are hesitant to raise hourly rates, cost control becomes a primary issue for legal managers. Of course, the largest expense for law firms is people, both timekeepers and support staff. But another part of the equation (and a prime target for many law firm partners) is overhead cost.

We recently performed a cultural assessment for a firm that was concerned about the impact of economic pressures on the firm's culture and employee morale. It was fascinating to see that despite everyone's concern for the lawyers and staff who had been laid off, the big gripe seemed to be the declining quality of coffee and the use of powdered creamer at the firm's coffee stations. In the UK, the cutbacks driven by the economic crisis are tracked in a weekly law firm newsletter that is largely devoted to reviewing the quality of biscuits served with tea and the amenities offered in washrooms at large law firms in London.

This brings me to an observational conclusion about cost cutting in law firms. Budget cuts that impact the day-to-day life of lawyers and staff, regardless of how minor the changes, will often draw greater screams than reductions that may have a much more important impact on the firm's ability to provide client services. Reductions in technology or in marketing programs that may have a significant impact on the financial health of the firm may go largely overlooked by employees (and partners) in comparison to issues like the quality of sandwiches served for lunch at in-office meetings.

Toward that end, consulting firms that work with businesses on a contingent-fee-for-savings-achieved basis are now focusing on law firms seeking to reduce overhead expenses. While some of the following may appear to be common sense or even petty, they are the primary areas of cost reduction where cost reduction consultants routinely find the most low-hanging fruit in law firms:

1. **Equipment Leases.** Capital equipment leases negotiated several years ago may involve substantially above market interest factors. By adjusting the term of leases or negotiating a package that includes the financing of future purchases, firms may enjoy significant interest savings.
2. **Office Leases.** Occupancy leases may be renegotiable to extend the term in return for the ability to give back surplus space or reduce expansion options. Leases that provide large space options that will realistically not be used may be tying up space that would be more valuable to the landlord if it were available for long term lease. Lower secretarial ratios and the need for less core space for things like technology and libraries may allow for redesign to reduce law firms' occupancy footprints.

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February 9, 2011  
<http://www.edwesemann.com>

*Ten Ways to Cut Overhead, continued on Page 9*

*Ten Ways to Cut Overhead, continued from Page 8*

3. **Bulk Purchasing.** Reducing the number of office supply choices offered, lower in-stock inventories and contracting with national suppliers to service all of a firm's offices can significantly lower commodity costs. The largest savings can be achieved in office supplies, coffee services, office equipment and furniture.
4. **Library.** Lower costs through a combination of reduced on-line research and managed availability of services. By aggressive negotiation with a single on-line vendor for all offices, firms can leverage lower costs for services and related subscriptions. At the same time, firms can move toward the elimination of subscriptions and reporting services that are not heavily used or are available from other sources such as court, bar association and local law school libraries.
5. **Food Services.** Reduce costs for breakfast and lunch meetings through negotiated contracts with a limited number of food service vendors. Often savings can be achieved by guaranteeing minimum monthly purchases and agreeing to off-peak ordering and delivery times.
6. **Self-insuring for service contracts.** Many law firm IT departments routinely agree to service contracts rather than take the risk of using support or maintenance services on a pay as you go basis. Savings may be achievable by assessing the risk and only purchasing service contracts where the contract is necessary to obtain service.
7. **Lower insurance policy limits and higher retention rates.** Reduce insurance premiums by engaging an insurance consultant to assist the firm in analyzing the property casualty risks and considering self-insurance in certain areas. Frequently, professional liability limits are based on historical practices and may be greater than the risk for the firm's current practice. Frequently reassess specialty coverages as EPLI to assure that the level is correct and the premium is competitive.
8. **Reduce bank interest costs.** Most firms' bank lending is used to support partner draws paid in advance of cash receipts. A revised draw policy could reduce or eliminate the need for debt. Other options include lowering the rate by seeking competitive options for the loan and the role of the firm's lead bank. This requires that you have a good understanding of the amount of business referrals you receive from your current bank, both so you know what you are potentially walking away from if you change banks and to know how much business you refer to your existing bank. If it's substantial, it could be a major point of leverage.
9. **Lawyer expense reimbursements.** Many firms have created areas of cost reimbursements to lawyers that are not competitively necessary in the current marketplace. In many cases, expenses reimbursed for lawyers may be personally deductible by the lawyers as a business expense. These reimbursements can range from paying for technology expenses such as at-home internet access, cell phone and Blackberry expenses, CLE registration fees and entertainment expenses.
10. **Technology Revamp.** Advances may have rendered some technologies obsolete. For example, video conferencing rooms and high bandwidth communication may be more effectively replaced by Skype or similar desktop systems that are essentially free; central dictation systems may be rarely used; and multiple telephone lines for each office may no longer be a necessary expense.

Now, even though the above cost areas may be more productive than some of the more controversial targets where law firms typically focus their budget knives, there may be something to be said for high visibility cost reductions. During World War II, housewives were encouraged to turn in pots and pans so the metal could be melted down for the war effort. In many cases these materials were never actually used, but they were

*Ten Ways to Cut Overhead, concluded on Page 15*

Wednesday, March 16, 2011

## Chapter Meeting Minutes

**Members Present:** Donna Bean, Paul Boyd, Laura Carpenter, Kelly Coholich, Diane Cook, Camille DeLozier, Timothy Eckenrode, Marty Eisenbarth, Jack Green, Randy Headley, Rhonda Hill, Beth Hoeft, Janie Jude-Askew, Sara Leech, Steve Odum, Jane Ossege, Beverly Ringhiser, Kathy Rosenberry, Karen Scurlock, Cara Tammaro, Becky Von Ohlen, Amy Welty, Cindy Wesney.

**Guests:** Laura and David Butler, Speakers, Janet Hannaway, Teresa Shuler and Tiffany Miller.

**Welcome and Announcements:** *Paul Boyd opened the meeting* and welcomed everyone in attendance before making a few remarks.

Paul announced PACO will hold two full two educational sessions in the spring at the Columbus Bar Association. The first session will take place on May 4, 2011. One topic will be electronic discovery and there will be a mock trial with a Federal Judge from the Southern District presiding.\* A date has not been selected for the second session yet, but it will be held shortly after May 4, 2011. The second session will include a tour of the new courthouse. There is no cost for either session.

Paul introduced our guests and meeting sponsors, Janet Hannaway and Teresa Shuler from Aspen Staffing Services. Aspen Staffing Services is an employment staffing agency specializing in legal, medical, and administrative placement services.

Laura Carpenter announced the slate of officers for the 2011-2012 election. Laura introduced the candidates and asked them to stand. They are Cara Tammaro for President, Beth Hoeft for Vice President, Janie Jude-Askew for Treasurer and Sara Leech for Secretary. Laura conducted the vote and the slate was approved. Laura also recognized the non-elected members of the board Cindy Wesney, Vice President of Communications, Karen Scurlock, Vice President of Membership and Robert E. Sander, Vice President of Business Partner Relations. All non-elected members are appointed by the elected board members.

Karen Scurlock introduced a guest, Tiffany Miller, Office Manager for James E. Arnold & Associates, LPA.

**Guest Speaker:** Cara Tammaro introduced our guest speakers, Laura and David Butler of WorkLife Performance Consulting. Laura and David's presentation was entitled "*Training & Development - What's the Difference?*"

Respectfully submitted,

Beth A. Hoeft, Secretary

*\*Please note that we have enclosed in this newsletter a draft of PACO's agenda for the May 4 E-discovery seminar.*

Wednesday, March 16, 2011

## Speaker Recap

### *Training and Development – What's the Difference?*

Cara Tammaro introduced our guest speakers, Laura and David Butler, CEO and President of WorkLife Performance Consulting, LLC. Laura and David's presentation was entitled "Training and Development – What's the Difference?"

Laura began by discussing how training is "outside in," and development is "inside out." What is the difference between training and development? Training is an investment in skills that are necessary for the present moment. Development is focused on the individual's future. To clarify the difference, see the following key elements:

**TRAINING** is standardized, common, present, start/stop, static knowledge, skills and has a specific use. If you take a class and learn a new skill, you then have to develop that skill over time.

**DEVELOPMENT** is individualized, unique, ongoing and evolves, it has expertise and multi-faceted uses. Most organizations will budget for training, but not development. The result of utilizing resources on development can eliminate the uncertainty factor and create a sense of readiness for whatever may happen. Laura suggested employers discuss performance feedback with employees more frequently than once a year; quarterly or monthly would be beneficial for continued development. Studies back this up by showing conclusively that high engagement by employees is directly related to opportunities to learn and grow and by a supervisor or manager having discussions that show that "they care about me as a person" and/or "there is someone at work who encourages my development." She also suggested aligning with someone in your firm who is different from you, in order to expand your knowledge base and growth.

David discussed an overview of the **ABCs of the IDP** (individual development plan) process. Here are some of the highlights:

Awareness (of self) – Well-being – General areas of health/stress.

Be better - Strengths & improvement areas – How to be more available/useful/effective.

Career – Long term goals – What do I want? Where am I going?

When evaluating your IDP, ask yourself these questions for A, B and C – **What do I want? Develop What? Plan with resources/actions?** David suggested using the following for the four stages of discovery:

Assess – assessments, skills, tools, goals, etc.

Explore – options, opportunities, new roles, etc.

Choose – books, associations, conferences, mentors, etc.

Commit – resources, time, plan, etc.

*Speaker Recap, concluded on Page 12*

*Speaker Recap, continued from Page 11*

The development approach produces not only better decisions, but supports the self-reliance and decision-making so essential in today’s fast-changing work environment. Consider using the following Development Plan Questions to discover your genius and “get out of the box”:

- What strengths can you adapt & bring to new challenges?
- What is the #1 trend or change that will have the greatest impact on your work in the next 3-6 months?
- What is the most important thing for you to learn this year?
- What is one thing that would improve your overall health & well-being?

David said if you improve your development by as little as 1%, that would be a significant advancement. It is meant to enrich the individual’s career and personal development journey.

If you would like more information on WorkLife Performance Consulting, contact Laura or David Butler at 614.242.9865 or [www.worklifeonline.com](http://www.worklifeonline.com).

Respectfully submitted,

Beth Hoeft, Secretary

*ALA April Anniversaries:*

|                |          |
|----------------|----------|
| Kelly Coholich | 1 year   |
| Marv Jackson   | 8 years  |
| Robin Ruf      | 18 years |
| Debbie Russell | 7 years  |

*Attend the chapter meeting free-of-charge in your anniversary month.  
If your anniversary falls during a month in which we do not have a meeting, or the meeting is sponsored by a business partner, you can use your “free” month at the next scheduled meeting!*

Wednesday, March 16, 2011

## *2011-12 Chapter Board Elected*

The election of officers for the next ALA Columbus Chapter year, which will run April 1, 2011, through March 31, 2012, occurred at the March Chapter meeting. Congratulations to the new board members:

*Cara Tammaro – President*  
*Beth Hoeft – Vice-President*  
*Janie Jude-Askew – Treasurer*  
*Sara Leech – Secretary*

Also serving on the board in non-elected positions are Karen Scurlock, Vice President of Membership, Rob Sander, Vice President of Business Partner Relations, and Cindy Wesney, Vice President of Communications.



*L to R: Cindy Wesney (Vice President of Communications); Karen Scurlock (Vice President of Membership); Cara Tammaro (President), Sara Leech (Secretary); Beth Hoeft (Vice President); Paul Boyd (Immediate Past President); Janie Jude-Askew (Treasurer)  
 Not pictured: Rob Sander (Vice President of Business Partner Relations)*

We are always looking for new chapter leaders, so if you are interested in serving on or chairing a committee, or would like information about serving on the board in the future, please contact Columbus Chapter President Cara Tammaro at [ctammaro@keglerbrown.com](mailto:ctammaro@keglerbrown.com). ♦



*Annual  
Conference &  
Exposition*

*Your connection  
to knowledge, resources and networking*

**May 22-25, 2011**

Orlando World Center Marriott  
Orlando, Florida



Registration opens December 1, 2010!

[www.alanet.org/conf](http://www.alanet.org/conf)

- Choose from more than 80 educational sessions
- Learn from industry leaders, experts and business partners
- Earn CLM, CPE and HRCI credits
- Network with your colleagues
- Preview the industry's latest products and services at the Exposition

*Imagine the Possibilities*

### Ten Ways to Cut Overhead, continued from Page 9

symbolic of the actions being taken. Equally important, they gave citizen ownership in the war by their contribution, no matter how small or relevant.

The same may be true for law firms where the belt tightening efforts of management may be driven home better by reducing the quality of coffee in the break room or the quality of legal pads provided than any of the less visible areas listed above. But symbolism only goes so far and should not replace attention to the real areas of savings: the cost of personnel and the expenditures discussed above.

*Ed Wesemann specializes in assisting law firms with strategic issues involving market dominance, governance, merger and acquisition and the activities necessary for strategy implementation. Ed is considered to be the leading global expert on law firm strategy and culture and has worked with law firms in the UK, Europe, Africa, China, Australia and New Zealand, and South America as well as the U.S., Canada and Mexico. Ed can be reached at 877.922.2040 or [ed@edwesemann.com](mailto:ed@edwesemann.com).*

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## Columbus Chapter Scholarship Winner



**THANK YOU** to Platinum Business Partner LexisNexis for providing a scholarship for chapter member Karen Scurlock to attend the ALA Educational Conference in Orlando May 22-25, 2011. As a reminder, any chapter member who attends at least six chapter meetings in the previous calendar year is eligible to win the scholarship to attend the national ALA conference.

Visit us on the Web at <http://www.alacolumbus.org>

## *April Meeting Preview*

### **CONNECTING WITH PURPOSE**

Please join us on Wednesday, April 20, 2011, at 12:00 p.m. at the Columbus Renaissance, 50 N. Third Street, for our monthly chapter meeting. This month's topic is "Connecting With Purpose," presented by Merri Bame of Breaking Down Barriers. Come with the intent to review communication styles and how to speak to your audience (attorney, peer, direct report, etc.) based on what's important to them, to get what's important to you.

Merri is trained in communication/theater/education. She spent 16 years teaching while directing and performing, followed by 11 years coaching to help adults speak with confidence. Here in Columbus the past three years, Merri has developed the attorney market, one that lets her introvert tendencies give her insight while motivating the attorney to manage self, influence others and speak with confidence.

***Upcoming Meetings:*** Our May meeting will be an IT presentation by Sam Shipley, Director of IT for Ulmer & Berne's Cleveland office. Sam will discuss collections utilization using the IT, marketing and accounting departments succinctly.

In June we will hold our annual Town Hall meeting, where we will be joined by special guest Steve Wingert, President-Elect of ALA.

We hope to see everyone at an upcoming meeting.♦

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### *Quote of the Month*

Success is getting what you want. Happiness is wanting what you get.

— Dale Carnegie

## Fulfill ALL CLM Education General Application Requirements at ALA's 2011 Conference in Orlando!

Are you a member who is planning, thinking, or perhaps just dreaming about becoming a Certified Legal Manager (CLM)<sup>SM</sup> some day? That dream may become a reality sooner than you think. Members can now complete *ALL* of the general education credit requirements at this year's Annual Conference in Orlando May 22-25, 2011!

For complete information about the general education CLM sessions at the Annual Conference, go to <http://www.alanet.org/conf/2011/clm.html>. You will then be able to view the full 2011 CLM course list.

If you have any questions about the CLM designation, feel free to contact Randy Headley, CLM, at [randy.headley@baileycavalieri.com](mailto:randy.headley@baileycavalieri.com).

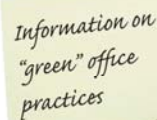


Got CLM?

### My Managing Partner just walked into my office and needs:

#### Where do you begin?

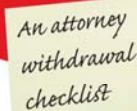
At the Association of Legal Administrators (ALA) we understand that when you need information, you want it quickly and from a reliable source.



Information on "green" office practices



Sample telecommuting policies



An attorney withdrawal checklist



### Put your ALA membership to work for you!

ALA Management Solutions<sup>SM</sup> offers you access to a competent, experienced team of researchers — and **it's FREE to ALA members!** Just tell us what you need; we'll respond quickly with the best information available.

Send your questions to [infocentral@alanet.org](mailto:infocentral@alanet.org), or call 847.267.1385.

*Your connection*  
to knowledge, resources and networking



## ALA Announcements

**ALA Compensation & Benefits Survey:** The ALA 2011 *Compensation and Benefits Survey* questionnaire was mailed to all members on March 28. The deadline for participating in the survey is May 9. Survey questionnaires must be completed (in hard copy or online) and postmarked by that date in order to be counted. Questions may be directed to Debbie Thomas at ALA Headquarters at 847.267.1362.

**New Book in the "Extraordinary" Series Coming Soon!** The Foundation of the Association of Legal Administrators ("FALA") will soon launch the third book in its "Extraordinary" series, *The Extraordinary Managing Partner: Reaching the Pinnacle of Law Firm Management*. Researched and penned by former ALA Executive Director John J. Michalik, this new book will be available for purchase at the Annual Conference in Orlando where Michalik will be moderating a lively panel discussion on "Creating and Maintaining an Extraordinary Managing Partner/ Administrator Team." His session will take place on Tuesday, May 24. Michalik will also be on hand the following morning to sign copies of *The Extraordinary Managing Partner*.

**Earn CLM Credit at ALA Webinars:** The upcoming ALA Webinar on June 15, *Communicating Benefits to Reach and Engage Employees*, will help you fulfill the general application credits to sit for the CLM exam. Donna Bean has offered to host this Webinar. If you are interested in attending, please RSVP to Donna at [dbean@lnlattorneys.com](mailto:dbean@lnlattorneys.com).

**Save the Date for the ALA Regions 3 & 4 Conference & Expo:** September 15-17, 2011, at the InterContinental Kansas City at the Plaza, Kansas City, MO. Registration by August 18, 2011, is only \$325 for chapter members. Look for more details in the upcoming months.

**2011 ALA Intellectual Property Retreat:** The 2011 Intellectual Property Retreat will take place October 27-28 at the Hyatt Regency Washington on Capitol Hill in Washington, D.C. Featured Keynote Speaker is David J. Kappos, J.D., Under Secretary of Commerce for Intellectual Property and Director of the United States Patent and Trademark Office. Visit the [IP Retreat](#) section of the ALA website for more information

### LETTERS TO THE EDITOR

We value your comments/suggestions and even your submissions. After all, this is your Newsletter! If you would like to write a Letter to the Editor, make a suggestion that would enhance the newsletter, or would be willing to write an article for the newsletter (either about a committee event or an educational topic that would be of interest to our members), please e-mail Cindy Wesley, Newsletter Editor at:

[cwesney@bakerlaw.com](mailto:cwesney@bakerlaw.com)

Your input would be greatly appreciated!

## 2011-12 Columbus Chapter Board



**CARA TAMMARO**  
Vice President  
Kegler, Brown, Hill & Ritter  
614.462.5467  
ctammaro@keglerbrown.com



**BETH A. HOEFT**  
Vice President  
Downes Fishel Hass Kim LLP  
614.221.1216  
bhoeft@downesfishel.com



**JANIE JUDE-ASKEW**  
Treasurer  
Loveland & Brosius, LLC  
614.464.3563  
jjude-askew@lblaw.net



**SARA LEECH**  
Secretary  
Schottenstein, Zox & Dunn LLP  
614.462.5042  
sleech@szd.com



**PAUL D. BOYD**  
Immediate Past President  
Chester, Willcox & Saxbe  
614.334.6153  
pboyd@cwslaw.com



**KAREN A. SCURLOCK**  
Vice President of Membership  
Isaac, Brant, Ledman & Teetor  
614.221.2121  
kas@isaacbrant.com



**CYNTHIA L. WESNEY**  
Vice President of Communications  
Baker & Hostetler LLP  
614.462.4742  
cwesney@bakerlaw.com



**ROBERT E. SANDER**  
Vice President of Business Partner Relations  
Wiles, Boyle, Burkholder  
& Bringardner Co., L.P.A.  
614.221.5216  
rsander@wileslaw.com

### EDITORIAL POLICY

The *Columbus Chapter News* is published monthly for the education and benefit of legal administrators. It is not published for the purpose of rendering legal, accounting, or other professional services or advice. Nothing contained in this newsletter should be construed as legal, accounting, or other professional services or advice. Reprint of articles contained in this newsletter requires the written permission of the Editor of the *Columbus Chapter News*.

### ALA MISSION STATEMENT

The Association of Legal Administrators' (ALA) mission is to promote and enhance the competence and professionalism of all members of the management team; improve the quality of management in law firms and other legal services organizations; and represent professional legal management and managers to the legal community and to the community at large.

### COLUMBUS CHAPTER, ALA MISSION STATEMENT

The Columbus Chapter, Association of Legal Administrators, provides educational and networking opportunities to administrators with varied legal backgrounds in the Central Ohio area. We are committed to increasing awareness and building relationships, upholding the integrity of our profession, giving back to our community, contributing to the ongoing training of our membership, and supporting one another in our chosen careers.



## Committee/Event Chairs

### *Community Service*

**Sonja Kondas**, Co-Chair ..... 614.224.5205  
Peck, Shaffer & Williams  
skondas@peckshaffer.com

**Jane Ossege**, Co-Chair..... 614.233.5154  
Hahn Loeser & Parks LLP  
jaoesge@hahnlaw.com

### *Diversity Initiatives*

**Elizabeth K. Wetherby**, Chair..... 614.227.8840  
Bricker & Eckler LLP  
ewetherby@bricker.com

### *Golf Outing*

**Paul D. Boyd**, Co-Chair ..... 614.334.6153  
Chester Willcox & Saxbe LLP  
pboyd@cwslaw.com

**Lori L. Muetzel**, Co-Chair ..... 614.628.0822  
Carlile Patchen & Murphy LLP  
llm@cpmlaw.com

**Robert E. Sander**, Co-Chair..... 614.221.5216  
Wiles, Boyle, Burkholder & Bringardner Co., L.P.A.  
rsander@wileslaw.com

### *Membership/Mentoring*

**Laura L. Carpenter**, Co-Chair  
Roetzel & Andress..... 614.723.2014  
lcarpenter@ralaw.com

**Karen A. Scurlock**, Co-Chair ..... 614.221.2121  
Isaac, Brant, Ledman & Teetor  
kas@isaacbrant.com

### *Newsletter*

**Cynthia L. Wesney**, Chair ..... 614.462.4742  
Baker & Hostetler LLP  
cwesney@bakerlaw.com

### *Partners' Event*

**Paul D. Boyd**, Chair..... 614.334.6153  
Chester Willcox & Saxbe LLP  
pbyod@cwslaw.com

### *Past Presidents' Council*

**Paul D. Boyd**, Chair..... 614.334.6153  
Chester Willcox & Saxbe LLP  
pbyod@cwslaw.com

### *Public Relations*

**Cynthia L. Wesney**, Chair ..... 614.462.4742  
Baker & Hostetler LLP  
cwesney@bakerlaw.com

### *Region 3 Representative*

**Randall P. Headley, CLM**, Chair ..... 614.229.3256  
Bailey Cavalieri LLC  
randy.headley@baileycavalieri.com

### *Salary Survey*

**Jack D. Green**, Chair ..... 614.365.2749  
Squire, Sanders & Dempsey LLP  
jgreen@ssd.com

### *Web site/Online Membership Directory*

**Marty Eisenbarth**, Chair..... 614.227.8888  
Bricker & Eckler LLP  
meisenbarth@bricker.com

**Rick Anderson**, Webmaster  
randerson@bricker.com

THANK YOU! to **Williams Lea** for printing the Columbus Chapter News.  
For more information about **Williams Lea**, call Ian McCullough at (614) 462-2619.

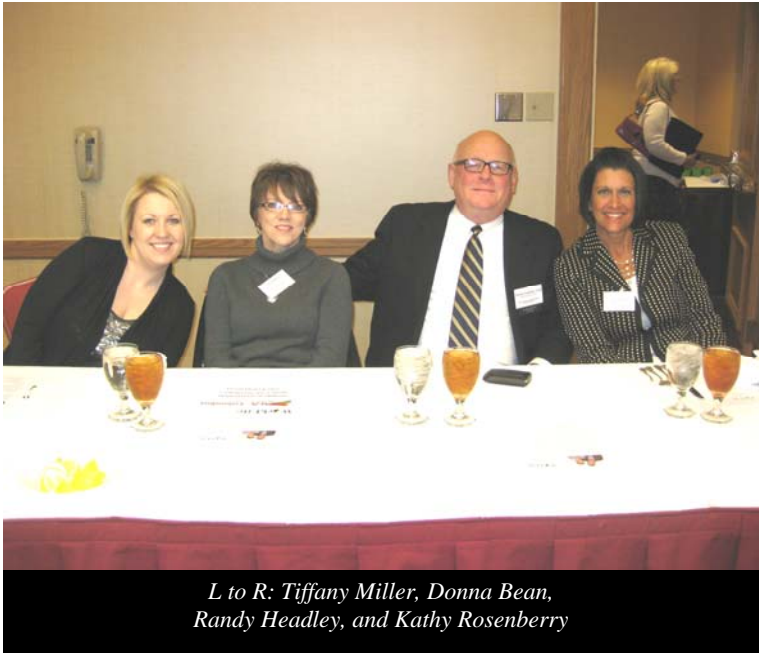
# Photos from the March Chapter Meeting



*L to R: David and Laura Butler (WorkLife Performance Consulting, Speakers), and Paul Boyd*



*L to R: Rhonda Hill, Jane Ossege, Diane Cook, and Camille DeLozier*



*L to R: Tiffany Miller, Donna Bean, Randy Headley, and Kathy Rosenberry*



*L to r: Laura Carpenter, Janet Hannaway and Teresa Shuler (Aspen Staffing Services), Cara Tammaro*



*Community Service Opportunity: Register for the Komen Columbus Race for the Cure Saturday, May 14, 2011. Visit [www.komencolumbus.org](http://www.komencolumbus.org) for details*

## Columbus Chapter Member Change Form

If any of your information changes, please complete this form in its entirety and e-mail or fax to:

Cynthia L. Wesney, Newsletter Editor, Baker & Hostetler LLP,

E-mail: [cwesney@bakerlaw.com](mailto:cwesney@bakerlaw.com), or Fax: 614.462.2616

and

Beth Hoeft, Vice President, Downes Fishel Hass Kim LLP,

E-mail: [bhoeft@downesfishel.com](mailto:bhoeft@downesfishel.com), or Fax: 614.221.8769

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_ Number of Attorneys: \_\_\_\_\_



**Columbus**  
Chapter



## CHAPTER MEETING RESERVATION FORM

### LUNCHEON MEETING

**Wednesday, April 20, 2011, 12:00 PM**

*The Columbus, a Renaissance Hotel  
50 N. Third Street, Columbus, OH 43215*

**TOPIC: “Connecting With Purpose”**  
***Merri Bame, Breaking Down Barriers, Speaker***

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**Menu Selection — Please choose one:**

*Lemon pepper white fish with red skinned mashed potatoes and green beans  
or Oven roasted pork loin with herb sauce, wild rice and grilled summer squash*

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**Please e-mail your RSVP, including menu selection, to Beth Hoeft  
at [bhoeft@downesfishel.com](mailto:bhoeft@downesfishel.com)  
no later than Friday, April 15, 2011**

**\$20 per person. Please make checks payable to  
Columbus Chapter, ALA**

**ALA Anniversary Month:** If this is your ALA Anniversary month, you may attend the meeting as the chapter’s guest. No payment will be required. If your anniversary falls in a month when the chapter meeting is sponsored by a business partner, or in a month when there is no meeting, you can use your “free” month for a later meeting.

**Parking:** If your firm is located outside a one-mile radius from the meeting location and your firm will not reimburse you, the Columbus Chapter will pay for your parking at the Columbus Renaissance. See **Beth Hoeft** at the beginning of the meeting to obtain a parking voucher.

**No-Shows:** If you RSVP and are then are unable to attend the chapter meeting, payment will still be required.