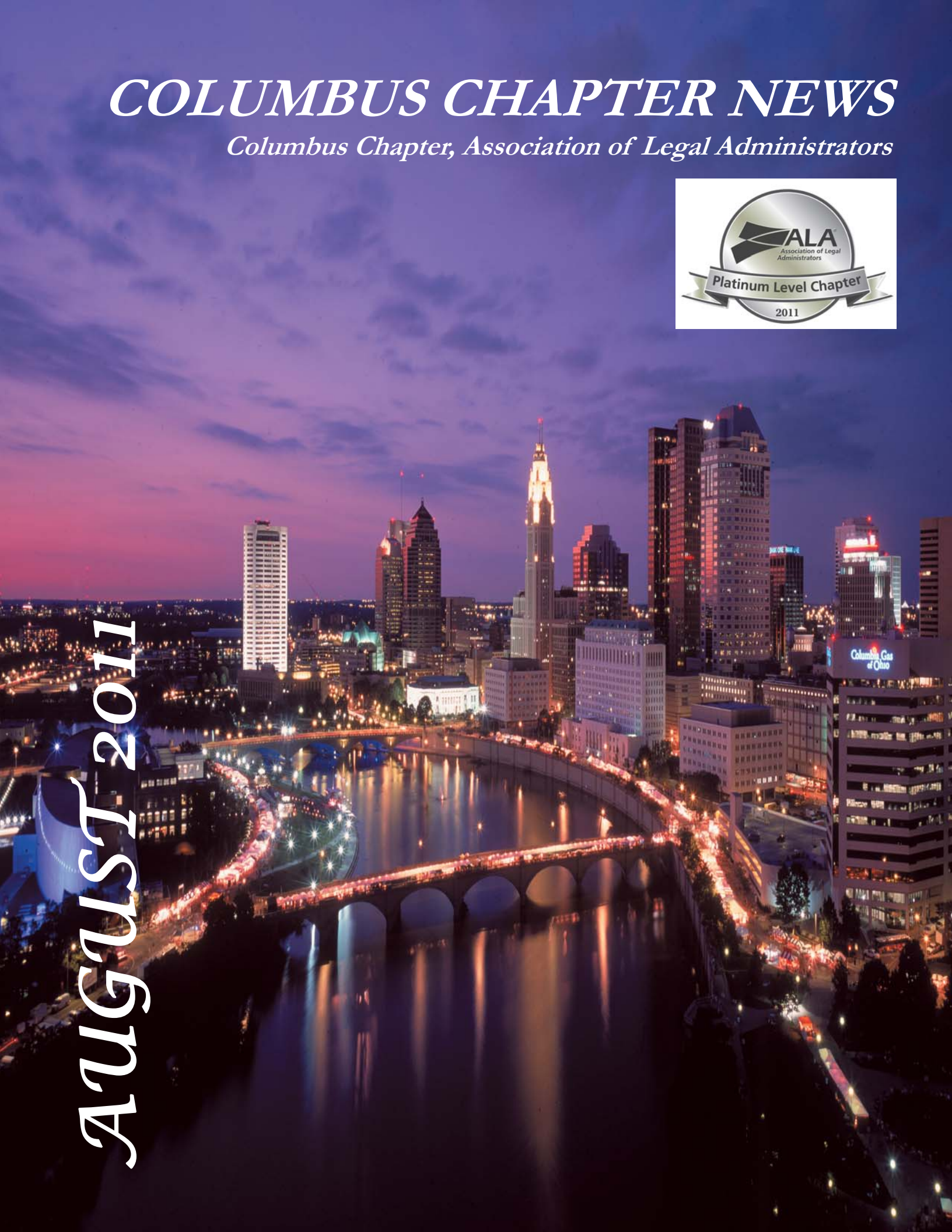


COLUMBUS CHAPTER NEWS

Columbus Chapter, Association of Legal Administrators



AUGUST 2011



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

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The Columbus Chapter of the Association of Legal Administrators appreciates the support of our business partners. *Business Partners Are Vital to Our Success.*

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 Tamaro

July's monthly chapter meeting was the recap of educational sessions by members who attended the 2011 National Conference. Many thanks to Sara Leech and Kelly Coholich who presented information as well as to Jennifer Young, who regardless of the fact that she couldn't attend the meeting, still found a way to share "candor bars" and tips with everyone. Thank you all.

Is anyone else looking forward to our August meeting? A first for the chapter - we're moving the meeting to Huntington Park for a business day ball game. Rain or shine - unless the Clippers kick us out! I'd better ask for approval of the minutes now. Something tells me we won't spend much time on typical meeting items at the game! Business aside, it will be a great opportunity to mingle with your fellow chapter members. We're expecting a great turnout.

Other great opportunities coming your way include the regional and (I know its months away but I'll mention it anyway) national conferences. The Region 3 Team invites you to *Connect in the Heart of America* at the ALA Regions 3 & 4 Conference & Expo. Join them 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. Early bird registration ends August 15, 2011. Visit www.alanet.org/regions34 to register.

The 2012 annual conference super early bird registration ends August 31 so don't miss out! Register for the 2012 Annual Conference in Honolulu for just \$595. That's \$200 off the regular early bird price and \$400 off the regular Conference registration fee. Go to <https://www.alanet.org/sc/ac2012reg/earlybirdsplash.asp> to register.

Are you interested in becoming involved in ALA at the national level? Volunteers are needed for 2013 annual conference committee. The 2013 ALA Annual Conference & Exposition will be held in National Harbor, Maryland, April 15-18, 2013. The 12-member committee works with ALA headquarters staff to, within the parameters established for each Annual Conference, assemble the right mix of educational, networking and social events that meet the needs and interests of all members.

In making Conference Committee appointments, the ALA Board of Directors looks for a broad mix of background and experience. The Board also tries to balance the makeup of each Conference Committee with members who have varying degrees of previous volunteer involvement in the Association - so there is room for veterans of ALA service and for newcomers alike.

If you are interested in serving on the 2013 Annual Conference Committee, please communicate that interest by email to ALA Executive Director [Larry C. Smith](mailto:Larry.C.Smith@alanet.org) by September 14, 2011. Please include relevant career background or biographical information, detailed information about your areas of particular firm management and industry experience, a listing of ALA Annual and/or Regional Conferences that you

President's Message, continued on Page 5

President's Message, continued from Page 4

have attended, information about any prior ALA leadership involvement at the local chapter or international levels, the reasons for your interest in serving on the Annual Conference Committee, and other information that you think is relevant to your candidacy.

Often you will hear people say that you get out of "it" what you put in to "it." That is certainly true when the "it" is ALA. The more involved you are, the more people you meet, the more knowledge you will gain and the richer your experience will be. Use the opportunities that are presented to you to enrich your career, your life, YOU!

Cara

COLUMBUS CHAPTER
WELCOMES NEW MEMBER

Jill Snitcher McQuain

Executive Director
Columbus Bar Association
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Columbus, OH 43215
Phone: 614.340.2060
Fax: 614.221.4850
E-mail: jill@cballaw.org

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

Upcoming Events

AUGUST 2011

SU	M	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			

3 – Wednesday – 12:00 PM
Records & Intake Roundtable
 Porter, Wright, Morris & Arthur
 Records Retention and
 Implementation
 RSVP to Tom Richardson at
TRichardson@porterwright.com by
 Monday, August 1

11 – Thursday – 12:05 PM
**Columbus Chapter Outing at
 Huntington Park**
 Join your fellow chapter members
 at Huntington Park for a Business
 Day ballgame!

17 – Wednesday – 2:00 PM
ALA Webinar*
 Focus on Profitability: Revenue-
 Based Management
 For more information visit the ALA
 Web site at www.alanet.org/webinars

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

SEPTEMBER 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	

15-17
ALA Regions 3 & 4 Conference
 The InterContinental, Kansas City,
 MO

21 – Wednesday – 2:00 PM
ALA Webinar*
 Ethics in the Wired World
 For more information visit the ALA
 Web site at www.alanet.org/webinars

22 – Thursday – 12:00 PM
**Columbus Chapter Member/
 Business Partner Golf Outing**
 Oakhurst Country Club

22-24
**ALA Large Firm Administrators
 Retreat**
 The Ritz Carlton Chicago,
 Chicago, IL

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

OCTOBER 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	31					

3-7
**ALA Professional Legal
 Management Week**

18 – 5:00 PM
**Columbus Chapter Community
 Service Activity**
**YWCA Family Center Dinner
 Service**

19 – Wednesday – 12:00 PM
Monthly Chapter Meeting
 Columbus Renaissance
 Project Management
 David Scott, Vorys, Sater, Seymour
 and Pease, Speaker

19 – Wednesday – 2:00 PM
ALA Webinar*
 Your Firm's Risk Insurance Needs:
 Professional Liability Coverage
 For more information visit the ALA
 Web site at www.alanet.org/webinars

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

27-28
ALA Intellectual Property Retreat
 Hyatt Regency Washington on
 Capitol Hill, Washington, DC

*A reminder that if you are interested in attending any ALA Webinar, please contact Columbus Chapter President Cara Tammaro at ctammaro@keglerbrown.com. If at least five chapter members are interested, the Chapter will pay for the webinar.

Member Spotlight – Meet Your Chapter Secretary



Sara E. Leech
Controller
Schottenstein, Zox & Dunn LPA
sleech@szd.com

Columbus Chapter Secretary Sara Leech

What is your current job title and major responsibilities?

Controller – I am mainly responsible for the firm finances (or whatever tasks the management committee doesn't want someone else to do!).

Give us an example of a time when you said to yourself, "Is this really in my job description?"

There are too many to list – this happens nearly every day.

What did you want to be when you grew up?

The CFO of a major corporation. Now I realize I enjoy my personal life too much to ever have that job.

If you could plan the perfect day, what would it look like?

Attending the championship game in which any Cleveland sports team wins. I don't care if it is the Browns, Indians or Cavs it would be the perfect day!

What is the best thing that has ever happened to you?

My husband won both showcases on the Price is Right on our trip to my first ever ALA Conference.

What was your first job?

McDonalds – it was such a fun job and I still miss it (and yes I do still like their food!).

Who or what had the greatest impact on your life?

My parents.

What is your favorite activity (besides work, of course)?

Besides being sucked in to reality TV? Well I guess I would have to say I enjoy reading, photography, shopping, and hanging out with my friends and family.

What would you do if you had more free time?

Travel the world – first stop an African Safari.

If you weren't working in law firm administration, what career would you have chosen?

An elephant or gorilla trainer at the zoo.

Anything else you would like for us to know about you?

Not really, but I am a pretty open person so if you really want to know anything else just ask.

The Dark Side of Technology: Are You Aware of Your Cyber Liability?

By Tim Hogan, CIC, CRM

Reprinted with permission from "The Administrator's Advantage," the newsletter published by the Greater Chicago Chapter of the Association of Legal Administrators, January/February 2011



For most businesses, it is not a matter of whether a cyber security breach will happen, but when. Law firms are no exception. With the added responsibility of maintaining client confidentiality and protecting classified materials, a vigilant approach to cyber security should be paramount for all law firms.

According to a 2010 survey by Symantec Corporation of 2,100 businesses worldwide, 73% of small and mid-size companies have experienced a cyber attack. Those in the legal field understand that a single breach of electronic data can result in a lawsuit. Allegations of a technology error or omission, infringement of intellectual property, or invasion of privacy will cost a firm not only untold dollars in defense and settlement costs, but will also severely damage the firm's reputation.

It is essential for law firms to assess their cyber liability and address their security issues before a data breach occurs. Understanding the potential risks is the first step to mitigating potential exposure.

The culprit is often someone close. A surprisingly large number of data breaches — over half by some estimates — are carried out by insiders. "A hostile act can come from anyone with malicious intent, whether it's a disgruntled former or current employee or an unethical competitor," said Neil Posner, a principal attorney at the Chicago-based firm of Much Shelist and chairman of the Policyholders' Insurance practice group.

A breach can result from a simple mistake. An attorney might misplace a laptop, Blackberry or flash drive, or simply leave it in an unsecured location, such as an unlocked car or briefcase. Exponentially exceeding hardware replacement, a survey conducted by the Ponemon Institute put the average cost of lost data from a single laptop at \$49,246, adding for a combined \$2.1 billion in losses for companies annually.

Combining this figure with the facts that a perpetrator could live halfway around the globe and cyber criminals operate worldwide 24/7, the omnipresence of cyber threats from multiple attackers must be acknowledged. Unfortunately, most law firms operate under the belief that they are adequately protected against an electronic security breach. That could not be further from the truth, especially for law firms with international clients. For example, in 2008, Mandiant, an independent company of authors, instructors and security experts, investigated a breach at a law firm that was representing a client in a

The Dark Side of Technology, continued on Page 9

The Dark Side of Technology, continued from Page 8

lawsuit related to China. The attackers were in the firm’s network for a year before the firm learned that intruders had harvested thousands of e-mails and attachments from mail servers, in addition to having accessed every laptop and workstation in their network.

Still, even companies with state-of-the-art electronic monitoring and cyber protection fall prey to cyber criminals. However, a survey by the Chubb insurance group found that only 33% of private companies have in place a response plan.

Your firm needs to know how or if its insurance coverage will respond to a cyber attack. Most business owners mistakenly think that their existing insurance policies are enough to cover their data security exposures. “Often, it’s only the actual physical damage to tangible property that will be covered,” Posner said. “Many policies address only specific exposures with dedicated limits that don’t extend to the full breadth of data security breach exposures.” Considering the proliferation of electronic crime, having a policy that combines

third-party (cyber liability) and first-party (cyber crime expense) coverage of direct loss and legal liability should be integrated into your firm’s existing insurance program.

Data breaches affect hundreds of millions of records each year, and reports of attacks continue to rise at a dramatic rate. Fifty percent of organizations with fewer than 1,000 employees have had to contend with a cyber security problem, according to Ponemon. In addition, the survey found that 82% of companies that are victims will suffer a subsequent breach.

Law firms often fear that disclosing such a breach may prompt their clients to take their business to a competing firm, even though that competing firm likely has no better capacity to protect the client’s information. Don’t let your firm be a victim of cyber crime. By enacting a combination of cyber security measures and having the proper insurance plan to safeguard against an electronic breach, you can protect your firm from a breach and limit your cyber liability.

Tim Hogan heads Alper Elite Services, a division of Alper Services, LLC, and is an experienced property and casualty insurance broker for Sophisticated Clientele. He may be reached at 312-867-7314 or THogan@AlperServices.com.

ALA August Anniversaries:

Kriss Long	11 years
Beverly Ringhiser	4 years
Esther Schwabauer	8 years
Gail Tibbals	2 years
Betsy Wetherby	6 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, July 20, 2011

Chapter Meeting Minutes

Members Present:

Richard Arndt, Donna Bean, Laura Carpenter, Kelly Coholich, Camille DeLozier, Marty Eisenbarth, Jack Green, Randy Headley, Rhonda Hill, Beth Hoeft, Janie Jude-Askew, Sara Leech, Beverly Ringhiser, Cara Tammaro, Becky Von Ohlen.

Welcome and Announcements:

Cara Tammaro opened the meeting, welcomed everyone in attendance.

Cara requested a motion to approve the June meeting minutes. Laura Carpenter motioned to approve and Beth Hoeft seconded the motion. Minutes Approved.

The August meeting will be at Huntington Park. RSVPs are needed by Friday, July 22, 2011.

The September meeting will be replaced by the golf outing.

For the October meeting we will host speaker David Scott of Vorys, Sater, Seymour and Pease who will present on Project Management.

The November meeting will be on diversity.

The December holiday party will be hosted at Kegler Brown. This will most likely be a luncheon.

Anyone who plans to attend the regional conference please let Cara know.

The local Comp & Benefits survey was mailed out and is due back the first week of August.

Cara thanked the Past President's Council for putting together the educational session held in June.

Cara reported that a business partner survey will be going out to members shortly. The members will report which business partners their firm uses.

Guest Speaker:

Beth Hoeft introduced the member speakers presenting on national conference sessions.

Respectfully submitted,

Sara Leech, Secretary

Wednesday, July 20, 2011

Speaker Recap

Roundtable Recaps from ALA Educational Conference & Exposition

Session 1: "The Corporatization of Law Firms: Modern Management Practices" presented by Kelly Coholich

This session featured a panel of people from three different sized firms who discussed how their respective firms have been successful in managing the firm more like a corporation rather than a law firm. The representatives from each firm discussed the inner workings of their firm in regards to the firm organization, firm planning & execution, and firm culture, environment & people. According to the panel, lawyers have been running their firms in the past with a loose management structure and have been successful doing so. However, because of the changing economy, in order to be successful in the future they should focus on running their firms more like a corporation. Firms need to hone in on planning and mapping out the future through strategic planning instead of just winging it as they go along. The bottom line is that the firms that are currently successful do not have better lawyers they have better leadership and management.

Session 2: "Budgeting in a Changing Economy" presented by Sara Leech

Firms should no longer refer to their budget as a 'budget' but rather a 'financial plan'. The top priorities in creating a financial plan are the efficiency and effectiveness of the annual process, forecasting accuracy, and the alignment with firm strategy. Due to the volatile economy over the past few years more firms have begun to implement rolling budgets combined with scenario planning. Firms who use rolling budgets use tools such as Peer Monitor to gain insight on the trends in the industry and they reforecast accordingly. When using a rolling budget it can be easier to identify problems in your firm relating to revenue shortfalls or expense issues. In addition to the rolling budget it is also important to work in scenario planning. Being able to present to your managing partner or executive committee the effects of improvements such as a certain percentage increase in realization or increase in utilization can help determine the strategic path the firm may want to take. The session handout also goes over revenue planning considerations and expense planning considerations that are useful when creating the financial plan.

Session 3: "Revenue Focused Leadership: Tools for Success" presented by Sara Leech

The only item presented from this session was a tip on missing time. Timekeepers that wait until the end of the day to record time may lose as much as 15% of their time. Timekeepers that wait until the end of the month to record time may lose 30-40% of their time. The impact of this lost time on a firm's bottom line is significant.

Speaker Recap, continued on Page 12

*Speaker Recap, continued from Page 11***Session 4: “The New Review: Getting the Best from Employees” presented by Cara Tammaro for Jennifer Young**

Cara distributed a handout from the session that provided ways to communicate with your employees in order to maintain the best relationships. One take away from the session was information on how to say anything to anyone. This can be done with the following considerations:

- You can say anything to anyone when trust is present.
- People do not do things the way we do them, even when we think they should.
- Tell the people you work with what you expect, when relationships begin. Ask what they expect.
- Ask for feedback. Say ‘thank you.’
- People treat you as you train them to treat you.

Session 5: “RFPs: Responding for Profit” presented by Cara Tammaro

RFPs are becoming a standard in the legal industry. We are seeing more and more come through the doors even from clients we have longstanding relationships with. We are seeing more because clients today are looking for the best price as opposed to the longstanding relationship. When completing an RFP keep in mind these tips:

- Always create an executive summary even if it is not required. Assume that this summary is all that will be read by the client.
- Ask questions.
- Provide an index to your document.
- Try to identify the client’s future needs outside of the current project reflected in the RFP and include how your firm will address these needs.
- Always request feedback from the client if you do not secure the work.

Session 6: “Where is that file and what did you say your name is again?” presented by Cara Tammaro

This session provided tips on improving your memory and defines the components to a mental filing system. These components are: Imagination, Visualization, Association, Exaggeration, Anchor, and Action. Some tricks to help you remember better include associating the word with a part of your body or visualizing a picture when thinking of the word or name. Refer to the session handout for additional tips on ways to improve your memory.

The handouts for all sessions discussed at the meeting are available on the ALA 2011 Annual Conference website located at <http://www.alanet.org/conf/2011/handouts.html>. If you are unable to retrieve them there please contact any one of today’s speakers.

Respectfully Submitted,

Sara Leech, Secretary

COLUMBUS CHAPTER SALARY & BENEFITS SURVEY

The **2011 Columbus Chapter Salary and Benefits Survey** was mailed to member firms during the first week of July. We are hoping all member firms will participate in the survey this year. The more participation we receive, the more informative and useful the survey results will be to you as you prepare budgets in the fall. We ask that you please complete and return the survey to Mary Ellis Associates by **August 5, 2011**. Results will be mailed to participating firms in early October. Member firms which participate in the survey will receive the results free of charge.

If you have any questions about the salary survey, please contact Salary Survey Committee Chairperson Jack Green at jgreen@ssd.com. ♦

TOP 10 REASONS TO COME TO THE CHAPTER'S GOLF OUTING

10. You get out of the office for an afternoon!
9. Help raise money for charity!
8. You might win the Jack Green Beaver Pelt award!
7. Door prizes!
6. No attorneys or staff for five hours!
5. An opportunity to thank the business partners who support our chapter!
4. You might win a prize for the best story of the day!
3. You get to drive a golf cart all afternoon!
2. Great food, great drinks, great company!

and the number one reason why you should come to the Chapter's golf outing is ...

1. You don't have to golf. You don't have to understand golf. You don't even have to get out of the cart. It's all for fun!

Mark your calendar and plan to join us on September 22!

Upcoming Meetings/Events

Just a reminder that we will not have another chapter meeting until October due to our fun summer activities. Upcoming events include:

- August 11, 12:05 pm, we will be heading out to the ballpark to see the Columbus Clippers take on the Indianapolis Indians;
- September 22 will be our annual Member/Business Partner golf outing at Oakhurst (*See, Registration Form in this newsletter*);
- October 20 we're back at the Columbus Renaissance with a presentation on Project Management;
- November 16 will be a diversity topic, again back at the Columbus Renaissance; and
- December we're looking at having a holiday lunch at Kegler Brown.

We hope to see everyone at an upcoming meeting/baseball game/golf outing or all of the above!♦

Quote of the Month



Baseball is the only field of endeavor where a man can succeed three times out of ten and be considered a good performer.

~Ted Williams



Celebrating
40 YEARS
1971 - 2011

Thank you
to all ALA members and business
partners who have made this
organization so special!



Your connection
to knowledge, resources and networking

ALA Wall of Presidents

ALA Announcements

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 is now open on the ALA Web site at www.alanet.org/regions34. Registration is only \$325 on or before August 15, 2011. The conference brochure is in the mail, but you can also look at it online on ALA's Web site by following the link above.

Volunteers Needed for 2013 Annual Conference Committee: The 2013 ALA Annual Conference & Exposition will be held in National Harbor, Maryland, April 15-18, 2013. The 12-member committee works with ALA headquarters staff to, within the parameters established for each Annual Conference, assemble the right mix of educational, networking and social events that meet the needs and interests of all members. Annual Conference Committee service involves an initial planning meeting about 18 months in advance of the Conference, plus frequent (at least monthly) conference call meetings and individual Committee member assignments – both in the planning stages, at the 2012 Conference, and at the 2013 Conference itself. For more information visit the ALA Web site at www.alanet.org.

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

Super Early Bird Registration for 2012 ALA Conference & Exposition: ALA is offering a big discount on your registration fee for next year's Conference in Honolulu, Hawaii from April 22-26, 2012. If you register by August 31, 2011, you'll save \$200 on the registration fee. Hotel reservations are also being accepted now at the Hilton Hawaiian Village. For more details visit the ALA Web site at <http://www.alanet.org/conf/2011/honolulu2012.html>.

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 Wesney, Newsletter Editor at:

cwesney@bakerlaw.com

Your input would be greatly appreciated!

2011-12 Columbus Chapter Board



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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.



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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 July Chapter Meeting and CLI



Richard Arndt, Kelly Coholich, Rhonda Hill, Sara Leech, and Cara Tamaro share information from the ALA Educational Conference & Exposition



Beverly Ringhiser, Richard Arndt, and Kelly Coholich



Janie Jude-Askew, Steve Wingert, and Beth Hoeft at the ALA Chapter Leadership Institute



Register Now!
Member/Business Partner Golf Outing
Thursday, September 22, 2011
Oakhurst Country Club

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, or Fax: 614.462.2616

and

Janie D. Jude-Askew, Treasurer, Loveland & Brosius LLC

E-mail: jjude-askew@lblaw.net, or Fax: 614.224.6221

Name: _____

Title: _____

Firm: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____ **Facsimile:** _____

E-mail: _____ **Number of Attorneys:** _____

Refer a Member – Receive a Gift Card!



Columbus
Chapter



Invite a non-member Legal Administrator to join you at a Chapter Meeting as the Chapter's guest — if he/she joins the Chapter* you get a \$50 Visa gift card!

Share these great ALA benefits with other Legal Administrators:

Monthly chapter meetings with speakers on topics pertinent to the operation of a law office; social activities; community service events; networking opportunities; annual salary survey; and professional support, to name a few!

For more information or to have a new member packet sent to a potential new member, contact our Membership Chair:

Karen A. Scurlock
Isaac, Brant, Ledman & Teetor
614.221.2121
kas@isaacbrant.com

**Potential new members must first be members of the Association of Legal Administrators to be eligible for membership in the Columbus Chapter, ALA.*



Oakhurst
Country Club
Est. 1959

3223 Norton Road, Grove City, OH 43123

614.878.6443



Columbus
Chapter

2011 Member/Business Partner Golf Outing

Thursday, September 22, 2011

NAME: _____

FIRM: _____

E-MAIL: _____ PHONE: _____

WILL YOU BE A TEAM CAPTAIN? _____ YES _____ NO

LEVEL OF PLAY: _____ Expert _____ Good _____ Okay _____ Do I Have to Get Out of the Cart?

RSVP to Rob Sander by e-mail, rsander@wileslaw.com, or by fax, 614.221.5692, by September 9, 2011

EVENT SIGN-UP		
SIGN UP FOR:	TIME	EVENT
<input type="checkbox"/>	11:00 AM	Box Lunch and Registration at Oakhurst Country Club
<input type="checkbox"/>	11:30 AM	Hit Range Balls Prior to Golf
<input type="checkbox"/>	12:00 PM	Golf – Shotgun Start Begins
<input type="checkbox"/>	5:30 PM—	Cocktails
<input type="checkbox"/>	6:30 PM	Dinner at Oakhurst (approximate time) <i>Please join us for dinner even if you are not golfing</i>

QUESTIONS? CALL A COMMITTEE CHAIR:

Rob Sander (221.5216), Lori Muetzel (628.0822), or Cindy Wesney (462.4742)