



# The Northern Virginia ALA Newsletter

The Northern Virginia  
ALA Newsletter is  
published bi-monthly  
by the Northern  
Virginia Chapter of  
the Association of  
Legal Administrators.  
Send comments and  
editorial ideas to:

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coming sooner than you think! Watch your mail for the Annual Educational Conference and Exposition brochure and the December/January issue of *ALA News* for a sneak preview. The 2003 Annual Conference is scheduled from **April 7 to 10** in sunny San Diego.

Can't wait that long? Check out the Conference area of the ALA Web site at [www.alanet.org/conf](http://www.alanet.org/conf). To register, simply download and complete the form and send it into ALA Headquarters at 175 E. Hawthorn Parkway, Ste. 325, Vernon Hills, IL 60015 or fax (847) 816-1213. Online registration begins December 4.

## Education

No time or budget to travel? Take advantage of ALA's teleseminars. All seminars run from 1 to 3 p.m. Central time. For more information or to register, visit [www.alanet.org/education/regconf/telessem.html](http://www.alanet.org/education/regconf/telessem.html) or contact Jan Marshall at ALA Headquarters at [jmarshall@alanet.org](mailto:jmarshall@alanet.org) or (847) 247-5562.

## Virginia State-Wide Retreat

The Virginia Chapters of ALA present the first Virginia State-Wide Retreat at The Virginia Crossings Resort and Conference Center, Richmond, Virginia. Friday (3:00 pm) February 28<sup>th</sup> thru Saturday (7:30 am - 3:00 pm) March 1<sup>st</sup>, 2003. Meet and network with your ALA peers from all across the State, while enjoying educational opportunities in a beautiful setting. More details will be forthcoming.

## Annual Conference

The Annual Conference is

## January 22, 2003

"Conquering Information Overload: Tips for Managing Your Reading and E-Mail Workload"

Abby Marks-Beale  
The Reading Edge

## Membership Renewal

It's time to renew your membership in ALA! Members whose dues are remitted and postmarked by **January 31, 2003**, may once again take advantage of the limited-time opportunity to pay reduced membership dues. This allows members the option of paying dues in November/December 2002 or in January 2003, depending on whether payment fits better with firm or personal finances in one year or the other.

Members who do not renew by January 31, 2003, will lose the opportunity to pay reduced dues; renewals after January 31 will be accepted only at the full-dues levels. There is no grace period. With the option of renewing outline at [www.alanet.org](http://www.alanet.org), it's even easier and more convenient to continue membership on an uninterrupted basis.

For questions about the renewal process, contact the Membership Department at ALA Headquarters by calling (847) 816-1212, faxing (847) 816-1213 or e-mailing [membership@alanet.org](mailto:membership@alanet.org).

## Membership Drive

We will be having a Membership Drive in January. **Mark your calendars for the evening of January 16<sup>th</sup>**; we will be having a complimentary Happy Hour from 5:30 p.m. - 7:00 p.m. at the newly opened 2941 Restaurant in Falls Church. I know you will be very impressed with this new restaurant which offers delicious food in a beautiful waterfront setting. The restaurant is located at 2941 Fairview Park Drive in Falls Church. Directions can be found at their website [www.2941restaurant.com](http://www.2941restaurant.com). I hope to see you on the 16<sup>th</sup>!

## ATTENTION ALL MEMBERS

Are you an active member?  
the kind that would be missed,  
or are you just contented  
that your name is on a list?

Do you attend our meetings,  
and mingle with the flock,  
or do you meet in private and  
criticize and knock?

Do you work on our committees  
to see there is no trick.  
Or leave the work to just a few  
and talk about the clique?

So come to meetings often,  
and help with hand and heart,  
Don't just be a member  
but take an active part.

Think over, members,  
you know what's right from wrong,  
Are you an active member,  
or do you "just belong?" Author Unknown

**CONTACT A MEMBER OF THE BOARD IF  
YOU'RE INTERESTED IN GETTING  
INVOLVED. WE NEED YOUR HELP AND  
EXPERTISE!!!**

### Minutes of Executive Committee Meeting Tuesday, April 2, 2002

**Location:** Wickwire Gavin, P.C. 8100 Boone Boulevard,  
Suite 700, Vienna, VA 22182-7732

Tempie Tavenner, President, called the meeting to order  
at 12:15 p.m.

**Treasurer's Report:** The beginning balance in the  
checking account was \$7,328.02. The ending balance  
was \$6,529.02. Aurora advised the committee that the  
CPA firm employed by Wickwire Gavin has offered to  
audit our financial records

**Secretary's Report:** The minutes from the March  
meeting were approved as corrected.

**Membership Report:** Deborah Kowal reported that  
there are now 56 members in the chapter. The  
membership began the year at 50 members; we lost 11  
and picked up 17.

**Newsletter Report:** Pam Walker discussed the vendor  
advertising issue with the Committee. It was decided to  
move forward with this project.

**Education Report:** The Change of Gavel meeting is  
scheduled for April 18, 2002, at Maggiano's.

**Regional Representative:** Maria Alvarez indicated that  
at the next Chapter meeting on April 18, 2002, we will  
be saying goodbye to Carol Dodd, who is retiring from  
her firm. The Chapter will recognize Carol's many  
years of service to the ALA, including serving as Past  
President of the Northern Virginia Chapter.

**President's Report:** Tempie indicated that the new  
meeting schedule will be distributed at the next  
Executive Committee meeting. She welcomed all the  
new members to the board. All outgoing officers then  
met with the incoming officers to turn over their files.

The meeting was adjourned at 1:15 p.m.

### ALA Executive Committee Meeting Tuesday, May 7, 2002

**Location:** Katz & Stone, L.L.P., 8230 Leesburg Pike,  
Suite 600, Vienna, VA 22182.

Tempie Tavenner, President, called the meeting to order  
at 12:10 p.m.

**Treasurer's Report:** The beginning balance in the  
checking account was \$6,529.02. The ending balance  
was \$4,916.52.

Aurora reviewed the fiscal year working budget and  
asked for input from the committee members on budget  
items.

**Secretary's Report:** The minutes from the April  
Executive Committee Meeting were approved.

**Hospitality Chair's Report:** The Executive Committee meeting schedule was set for 2002/2003 including dates and locations. Additionally, the Chapter Meeting schedule was set for 2002/2003 including dates and locations.

**Membership Report:** Kevin reported that Tom Duka of Adams, Porter & Radigan has applied for membership in our chapter. His application for membership was approved by the committee.

**Newsletter Report:** Pam reported that the draft of the next chapter newsletter will be presented at the June meeting.

**Education Report:** Pat solicited input from the committee on possible topics for the monthly chapter meetings.

The speaker for the May chapter meeting will be Bob Smith from Morgan, Lewis & Bockius LLP, and he will speak on the HR issues that law firm administrators face in the workplace on a day-to-day basis

**Regional Representative's Report:** In Kelly Blouin's absence, Tempie reported that Kelly will be attending the regional meetings in San Antonio.

**President's Report:** Tempie distributed background materials to the committee members including Executive Committee job descriptions, chapter bylaws, President's Award of Excellence guidelines, ALA Antitrust Guide, ALA Code of Ethics, and the History of the Northern Virginia Chapter.

Tempie also reported that Aurora will be attending the June 28-30, 2002, Chapter Leadership Institute in St. Louis

The Community Challenge Weekend project is scheduled for October 2002.

Tempie also solicited input for the Achievements in Diversity project.

Tempie reported that the Richmond Chapter has been considering a statewide retreat for all ALA members. This event would possibly be held in March 2003.

The meeting was adjourned at 1:20 p.m.

## ALA Executive Committee Meeting Tuesday, June 4, 2002

**Location:** Odin, Feldman & Pittleman P.C., 9302 Lee Highway, Suite 1100, Fairfax, VA 22031.

Tempie Tavenner, President, called the meeting to order at 12:15 p.m.

**Treasurer's Report:** The beginning balance in the checking account was \$4,956.52. The ending balance was \$5,353.38.

Aurora presented the 2002/2003 fiscal budget.

Because of the budget projections, a possible increase in the annual membership dues was discussed.

Aurora also reported that our membership stands at 55 members and she distributed an updated calling tree.

**Secretary's Report:** The minutes from the May Executive Committee Meeting were approved.

**Hospitality Chair's Report:** Jenny distributed an updated Executive Committee meeting schedule and Chapter Meeting schedule for 2002/2003

**Membership Report:** In Kevin O'Hare's absence, Tempie reported that she received a fax from National regarding membership for K. Edward Fisher, Facilities Manager at Pillsbury Winthrop.

**Newsletter Report:** Pam presented the draft of the June chapter newsletter.

**Education Report:** Pat is still looking for a speaker for the September Chapter Meeting. Pat distributed a schedule of the confirmed speakers for 2002/2003 including the speaker's topic and whether it fits into one of the five education areas of knowledge identified by ALA's Knowledge, Skills and Abilities survey.

**Regional Representative's Report:** Kelly attended the regional meetings in San Antonio last week. She reported that the focus of the meetings was increasing chapter membership.

**President's Report:** Tempie reported that the National Conference in San Antonio was excellent and invigorating and that the chapter won two awards.

Tempie also announced that the Capital Chapter had invited the Northern Virginia Chapter to participate in a networking bowling event on June 12, 2002, at Strike Bethesda.

Tempie distributed materials to the committee regarding eight goals for the Northern Virginia Chapter during 2002/2003.

The meeting was adjourned at 1:30 p.m.

### **ALA Executive Committee Meeting Tuesday, July 2, 2002**

**Location:** Morgan, Lewis & Bockius LLP, 1600 Tysons Boulevard, 12<sup>th</sup> Floor, McLean, VA 22102.

Tempie Tavenner, President, called the meeting to order at 12:15 p.m.

**Treasurer's Report:** The beginning balance in the checking account was \$5,353.38. The ending balance was \$5,462.88.

Aurora presented a progress report on the 2002/2003 fiscal budget.

Aurora attended the Chapter Leadership Institute and gathered a lot of information from other chapters regarding community activities, conducting salary surveys, etc.

**Secretary's Report:** The minutes from the June Executive Committee Meeting were approved. Michele reported that she was still collecting ideas regarding the Community Challenge Weekend.

**Hospitality Chair's Report:** Jenny Haney has resigned from the Executive Committee as she will be leaving her firm and moving from the area.

**Membership Report:** Kevin reported that he has received information regarding membership for two possible members: K. Edward Fisher, Facilities Manager at Pillsbury Winthrop and Trish McClendon of Hunton & Williams.

Tempie suggested that Kevin form a Membership Committee to boost the membership of the Northern Virginia Chapter.

**Newsletter Report:** Pam presented several samples of other small chapter newsletters that provided a good idea of what the next step is for our newsletter. First, it was agreed that the newsletter name will be officially changed from "NoVA ALA Bulletin" to "NoVa ALA Newsletter." Second, each quarter, two Committee Chairs will provide a short update for the newsletter informing readers of what we are working on.

Pam reported that CompuLaw is reviewing our newsletter for possible advertisement in the next quarterly issue.

**Regional Representative's Report:** With regard to Kelly's Vendor Partnering project, Kelly suggested that each quarter, we solicit three vendors to advertise in the chapter newsletter.

**President's Report:** Tempie reported that the Virginia Statewide Retreat is tentatively scheduled to be held at the Virginia Crossing Resort and Conference Center in Richmond, VA.

With regard to Tempie's Website project, Tempie reported that there is an entity called CyberALA that will assist in setting up a chapter website for a small fee.

The meeting was adjourned at 1:40 p.m.

### **ALA Executive Committee Meeting Tuesday, August 6, 2002**

**Location:** Hunton & Williams, 1751 Pinnacle Drive, Suite 1700, McLean, VA 22102.

Tempie Tavenner, President, called the meeting to order at 12:10 p.m.

**Treasurer's Report:** In Aurora's absence, Tempie reported that the beginning balance in the checking account was \$5,462.88. The ending balance was \$5,787.88.

A progress report on the 2002/2003 fiscal budget indicates that as of July 31, 2002, actual expenses are running under budget.

As of July 31, 2002, a total of 45 of the 52 chapter members have paid their annual dues.

**Secretary's Report:** The minutes from the July Executive Committee Meeting were approved.

With regard to the Community Challenge Weekend project, Tempie suggested that in light of the several vacancies on the Executive Committee, that we refocus and combine our efforts. Therefore, the Community Service project that Aurora is responsible for will now also become the focus of the Community Challenge Weekend.

**Hospitality Chair's Report:** While this position remains vacant, Tempie asked Pam to organize the August Happy Hour and to be the host of the Happy Hour while Tempie is on vacation.

Based on responses on the chapter membership renewal forms, several prospective candidates were identified to fill the Hospitality Chair position.

**Membership Report:** In Kevin's absence, Tempie handed out a report from Kevin regarding prospective chapter members. There are four people who are interested in joining the chapter and we have lost two members.

**Newsletter Report:** Tempie will write an article for the September edition of the newsletter and Michele will provide an update for the September newsletter regarding the Achievements in Diversity Award.

With regard to the Salary Survey project, Pam reported that twelve firms are interested in the salary survey and that six firms expressed no interest in the salary survey. It was agreed that the survey would be sent to all of the Northern Virginia Chapter members and that it would not cost to participate in the survey. Rather, members would have to pay for the survey results.

**Education Report:** Tempie reported that Pat Gordon has resigned from the Executive Committee. Pam Walker will assume the duties of Education Chair while a replacement is found.

Because the September meeting is typically well attended as it is held at Maggiano's, it was suggested that we contact National to see if they can provide a speaker for our September monthly chapter meeting. We could ask the speaker to cover some type of motivational topic to re-invigorate the chapter members.

**Regional Representative's Report:** With regard to Kelly's Vendor Partnering project, it was decided that we kick off the vendor partnering with the September monthly chapter meeting.

**President's Report:** Tempie reported that the Virginia Statewide Retreat is scheduled to be held at the Virginia Crossing Resort and Conference Center in Richmond, VA on February 28-March 1, 2003. At the most recent planning teleconference, it was decided that the Northern Virginia Chapter would be responsible for preparing the registration materials and handling the publicity of the event.

With regard to the Website project, Tempie reported that a company called Compass Computers has offered to host our website for free as long as they could post an advertisement banner on the website.

It was decided that the CyberALA option is better for us at this time and Tempie will look into this further.

The meeting was adjourned at 1:45 p.m.

### **ALA Executive Committee Meeting Tuesday, September 10, 2002**

**Location:** Mintz, Levin, Cohn, Ferris, Glovsky & Popeo, PC, 12090 Sunset Hills Road, Suite 900, Reston, VA 20190.

Tempie Tavenner, President, called the meeting to order at 12:30 p.m.

**Treasurer's Report:** Aurora reported that the beginning balance in the checking account was \$5,787.88. The ending balance was \$5,072.88.

A progress report on the 2002/2003 fiscal budget indicates that as of August 31, 2002, actual expenses are running under budget.

Aurora has spoken with a contact at the Lions Eyeglass Recycling Center in Falls Church and has set the dates of October 4, 2002, and October 28, 2002, as the two nights that we will be volunteering to work at the center. She will inform the chapter of these dates and coordinate the participation.

**Secretary's Report:** In Michele's absence, the minutes from the August Executive Committee Meeting were

approved. Additionally, there was no report regarding the Achievements in Diversity Award project.

**Hospitality Chair's Report:** Tempie reported that Donna Mellette has accepted to serve in the position of Hospitality Chair with one condition: that the EC meetings be changed to the first Wednesday of the month. Tempie polled the committee and there were no objections to this change.

**Membership Report:** Kevin reported that Trish McClendon of Hunton & Williams has turned in her paperwork for membership.

The task of increasing membership and member participation was discussed. The possibility of the Northern Virginia Chapter holding a wine/cheese evening for new members, etc. was discussed.

**Newsletter Report:** In Pam's absence, she faxed a draft copy of the chapter newsletter for review.

**Education Report:** In Pam's absence, she reported via fax that she had secured the speaker for the September chapter meeting. Diane Dongarra, an administrator in Maryland and also the Region 2 Education Officer, will come down from Baltimore and speak to our chapter on all of the benefits that ALA provides.

**Regional Representative's Report:** Kelly confirmed to the Executive Committee that she will be attending the Region 2 Conference at the end of September on behalf of our chapter. Tempie reported that the scholarship that our chapter won to attend the conference has not yet been awarded and that only one person, Donna Mellette, had shown an interest in going and taking advantage of the scholarship. Tempie will obtain the Region 2 Conference brochure for Donna.

Kelly updated the Executive Committee on the Vendor Partnering project. She and Pam Walker have distributed flyers to various vendors soliciting possible sponsorship. Because the response has not been huge at this point, and because it is still early on, it was decided that we would wait and see what the response is before the rest of the EC sends out flyers to their vendors.

**President's Report:** Tempie reported that she has further worked with the three other Virginia chapters on planning the Virginia Statewide Retreat to be held early next year in Richmond, VA.

Tempie indicated that she will contact the three Past Presidents not currently on the Executive Committee in an effort to move forward the various area (Alexandria, Arlington, Fairfax) luncheons.

The meeting was adjourned at 2:00 p.m.

### **ALA Executive Committee Meeting Wednesday, October 2, 2002**

**Location:** Reed Smith, 3110 Fairview Park Drive, 14<sup>th</sup> Floor, Falls Church, VA 22042.

Tempie Tavenner, President, called the meeting to order at 12:20 p.m.

**Treasurer's Report:** Aurora reported that the beginning balance in the checking account was \$5,072.88. The ending balance was \$4,496.51.

A progress report on the 2002/2003 fiscal budget indicates that as of September 30, 2002, actual expenses are running under budget.

Aurora reported that five chapter members will be at the Lions Eyeglass Recycling Center on October 4, 2002, for our Community Challenge Weekend project.

**Secretary's Report:** The minutes from the September Executive Committee Meeting were approved.

**Hospitality Chair's Report:** Tempie introduced Donna Mellette as our new Hospitality Chair. Donna will be sending out the announcement for the October chapter meeting by the end of the week.

**Membership Report:** Kevin reported that we have lost one member and that our total membership now stands at 51 members.

Kevin also reported that he has several potential member prospects that he is pursuing. Kevin indicated that January would be a good time to target new members as that is the time they are renewing their national dues.

It was also discussed that the EC members should make an effort to attend chapter meetings to greet people at the door and make a point of introducing new members to others in the chapter. Additionally, it was discussed

that the practice of assigning mentors to new members should be re-instated.

**Newsletter Report:** Pam reported that she is beginning to work on the November chapter newsletter.

**Education Report:** Pam reported that the Collin Beebe of North, Berman & Beebe will be our speaker for the October chapter meeting. Mr. Beebe will discuss how to compete with large firms when recruiting attorneys.

Pam indicated that we still need speakers for financial topics and communication/general management topics. A round table discussion will satisfy the communication/general management topic. It was decided that November's speaker should address the financial topic – perhaps information regarding 401(k)'s or Section 529. The December topic was not decided but the EC was in agreement that the topic should be something fun. January will be a round table discussion. In February the chapter meeting will focus on resilience. Other possible topics discussed included finding your passion, Lawyers Helping Lawyers (substance abuse), event planning, real estate, etc.

**Regional Representative's Report:** In Kelly's absence the Vendor Partnering project was discussed. Speedy Courier has indicated an interest as long as they can be the exclusive courier sponsor. The EC felt that allowing exclusivity would limit our ability to raise money from prospective sponsors. Aurora reported that First Virginia Bank is interested in sponsoring a lunch – Aurora will follow up on this lead.

**President's Report:** Tempie reported that she has further worked with the three other Virginia chapters on planning the Virginia Statewide Retreat to be held early next year in Richmond, VA.

With regard to the chapter website project, Tempie will investigate which chapter websites were designed by with the assistance of CyberALA.

Tempie distributed a spreadsheet which indicated that 20 of the 51 chapter members were located in the area of Tysons. Tempie has contacted the three Past Presidents not currently on the Executive Committee (Tom Solak, Joan Macleod, and Pam Johnson) to assist with the various other area (Alexandria, Arlington, Fairfax) luncheons.

Lastly, Tempie announced that Aurora has agreed to take on the role as President Elect for the 2002/2003 year. Additionally, Kevin O'Hare has agreed to take on the role as President Elect for the 2003/2004 year.

The meeting was adjourned at 1:45 p.m.

### **ALA's Mission Statement**

*Improve the quality of management in legal services organizations;*

*Promote and enhance the competence and professionalism of legal administrators and all members of the management team;*

*and*

*Represent professional legal management and managers to the legal community and to the community at large.*

<b>Executive Committee Meetings</b>		
<b>Date</b>	<b>Time</b>	<b>Place</b>
2/7/03	12:00 noon	Reed, Smith, Hazel & Thomas, LLP
2/4/03	12:00 noon	Morgan, Lewis & Bockius, LLP
3/4/03	12:00 noon	Katz & Stone L.L.P.
4/1/03	12:00 noon	Wickwire Gavin, P.C.

<b>Membership Meetings</b>			
<b>Date</b>	<b>Time</b>	<b>Place</b>	<b>Topic</b>
1/16/03	5:30 pm	2941 Restaurant	Roundtable discussion and happy hour
2/20/03	12:00 noon	Wickwire Gavin, P.C.	Dr. Stephen Glauser on Resilience
3/20/03	6:00 pm	Reed, Smith, Hazel & Thomas LLP	Vote on New Slate of Officers Staubach - Commercial Real Estate
4/17/03	12:00 noon	Maggiano's	Change of Gavel/Installation of Officers Lawyers Helping Lawyers - Additions in the Law Office

<b>Current Executive Committee</b>	
President - <b>Tempie Tavenner</b>	ttavenner@katzandstone.com
Secretary- <b>Donna Mellette</b>	dmellette@beankinney.com
Past President/Newsletter- <b>Pam Walker</b>	pwalker@hunton.com
Treasurer/President-Elect <b>Aurora Quasebarth</b>	aquasebarth@wickwire.com
Education - <b>Pam Walker</b>	pwalker@hunton.com
Membership - <b>Kevin O'Hare</b>	kohare@reedsmith.com
Regional Rep. - <b>Kelly Blouin</b>	kblouin@mintz.com
Hospitality - <b>Donna Mellette</b>	dmellette@beankinney.com