



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:**

**Pam Walker
Hunton & Williams
1751 Pinnacle Dr.
Suite 1700
McLean, VA 22102
Tel: (703) 714-7484
Fax: (703) 714-7410
e-mail:
pwalker@hunton.com**

Achievements in Diversity Award in San Antonio.

After losing our Education Chair early on, Pam Walker graciously stepped in and provided us with quality speakers for the remainder of the year. Some topics presented during the year included HR issues presented by Bob Smith Esquire, Facilities Management, Recruiting Trends in the Legal Industry, Financial Management and an excellent recent presentation on Resilience by Stephen Glauser, PhD. of Manchester.

In June Aurora Quasebarth attended the ALA Chapter Leadership Institute in St. Louis and in July we held an "happy hour event" in lieu of the monthly meeting. In September we were pleased to have Diane Dongarra, the ALA Region 2 Ed Officer give a presentation at our chapter meeting. Diane spoke on all of the benefits gained by being a member of ALA. In October Aurora Quasebarth and Kelly Blouin represented our chapter at the Region 2 Conference in Florida.

THE NOVA CHAPTER YEAR 2002/2003 - by Tempie Tavenner, President

It is that time of year again, the ending of the old and the beginning of the new ALA year (April - May). Many of our goals over the past 12 months have been accomplished. We began in April with a few members attending the Annual Conference in San Antonio, TX. Kelly Blouin represented the chapter at the Region 2 Council Meeting and at the awards ceremony I proudly accepted on behalf of the chapter the Gold President's Award of Excellence and the

We again participated in the Annual Community Challenge Weekend (CCW) event in October by continuing our work with the Lions Eyeglass Recycling Center. We volunteered one of our most precious gifts, our time, working at the center on several different occasions. We learned to read eyeglass RX on the lensometer equipment, and also worked cleaning, sorting and packaging the used eyeglasses for distribution to the underprivileged throughout the world. Another community service project in the fall was a coat drive headed up by Donna Mellette. She collected used coats on behalf of the chapter that were dry cleaned by Bergman's and donated to the needy.

We kicked off a new vendor partnering program in December. First Virginia Bank was proud to be our first sponsor of the annual holiday luncheon at Maggiano's. Jeff Slatterly, Vice President of FVB and his assistant joined us for our luncheon. John Ferguson, Director of the Lions Eyeglass Recycling Center also joined us as our invited guest. Each chapter member brought a toy to the Holiday Luncheon and our chapter donated these gifts to TACTS (The Arlington County Temporary Shelter) for battered and abused women and children.

With a lot of help from the ALA Cyber Chapter, we were very proud to launch our first chapter web site in December. We hope that this new tool will benefit all of our members by keeping you more abreast of the chapter news and activities.

In January our Membership Chair, Kevin O'Hare, held a membership drive. Even though it was a cold and snowy night, the drive was very successful and enjoyed by all thanks to our event sponsor, the new "9241 Restaurant" in Falls Church.

On February 28th seven chapter members attended the First Virginia Statewide Retreat, a joint effort by the four Virginia ALA Chapters. At the Virginia Crossings Resort and Conference Center in Richmond, we all enjoyed good food and music, had lovely accommodations and heard four excellent educational

speakers, not to mention the opportunity to meet and network with our ALA peers from across the state.

We hope to have a good turnout at the upcoming Annual ALA Education Conference in San Diego, CA in April. The EC has worked hard this year to move the chapter forward in some new directions and we look forward again to receiving the President's Award of Excellence at the conference in San Diego.

I personally have enjoyed serving the Chapter as President for the last two years. I thank you very much for that opportunity and I look forward to working with your new President, Aurora Quasebarth, in the months ahead. Please join us and attend the monthly chapter meetings as well as the other special events during the upcoming year. We greatly value your participation, input and ideas!

Duel Citizenship

Members who belong to more than one chapter of ALA should make sure they designate the chapter of their choice as their primary as it makes a HUGE difference in reporting to National on membership.

Annual Conference Highlights



**32nd Annual Educational
Conference & Exposition
San Diego Convention Center
San Diego, CA
April 7-10, 2003**

Other leadership sessions and activities in the Sunday, April 6 line-up are:

- Newsletter Editors' Idea Exchange, 8 to 9:30 a.m.
- Vendor Relations Idea Exchange, 10 to 11:30 a.m.
- Session Managers Orientation, 4 to 5 p.m.
- Members' Forum, 5 to 6 p.m.

Be sure to check the Conference and Exposition section of the ALA Web site at www.alanet.org/conf for the most up to date information about meetings and activities.

Be sure to stop by the ALA Booth or the Bookstore to view the **new logo products** that will be highlighted! Some of the new products include an executive leather padfolio, a letter opener/key tag gift set, a desk clock, and a sterling silver Cross pen. Your favorite items such as the crystal box and business card holder will also be displayed. Watch for more information in the Management Resources Catalog and on the ALA Web site. In the meantime contact Nancy Wedell at nwedell@alanet.org or at (847) 247-5583 for more details.

Upcoming Conference and Retreats

October 1-3: Corporate/Government Fall Forum

Sawgrass Marriott Resort
Ponte Vedra Beach (near Jacksonville), FL

October 16-17: Intellectual Property Retreat

Double Tree Crystal City
Arlington, Virginia

November 7-8: Regions 1 & 2 Conference

Marriott Marquis
New York, New York

CLMSM Study Guide Now Available!

Barry University of Miami, Florida has developed a CLMSM Study Guide designed to aid individuals as they prepare for the CLMSM Exam. The Guide is divided into sections that correspond to the functional areas covered in the exam:

- Office Operations Management
- Legal Industry
- Human Resource Management
- Financial Management

Each section begins and ends with practice questions and provides an answer key to offer direction as the student works through the material. Additional questions are included at the end of the Guide for further exam preparation.

Teleseminars

Looking for time and cost-efficient opportunities for training for you and your staff without having to leave the office? Take advantage of ALA's teleseminars. All seminars run from 1:00 to 3:00 p.m. (Central Time) and are conducted "live" via toll-free telephone hook-up. For more information or to register, visit the ALA Web site at www.alanet.org/education/regconf/telessem.html or contact Jan Marshall at ALA Headquarters at (847) 247-5562 or at jmarshall@alanet.org.

Upcoming teleseminars include:

March 27

Implementing Value Pricing
Ronald J. Baker
VeraSage Institute

April: No program due to Annual Conference

May 14

Technology in the Evolving Law Office
The Affiliates

June 18

Ten Management Practices that Can Make or Break a Marketing Plan
James Durham, Esq.
The Law Firm Development Group, Inc.

July 15

Trashing the Time Sheet
Ronald J. Baker
VeraSage Institute

Job Bank

Did you know that the Job Bank is one of the most visited pages on ALA's Web site? When looking to fill critical support staff positions including legal secretaries, paralegals and law clerks, use the one service that will give you maximum exposure -- ALA Management ConnectionsSM. Your membership provides you with discounted advertising rates, making your ad affordable and well received. Visit www.alanet.org/career for more information.

ALA Management EncyclopediaSM

The ALA Management EncyclopediaSM is a CD-ROM collection of law office management articles and

resources that you can access from your desktop at any time. This information packed *Encyclopedia* allows you to browse in-depth management articles or to search for key words and phrases to find the answers you need.

The *Encyclopedia* contains a number of comprehensive articles covering today's most pressing issues in the areas of marketing and information technology. Some examples of marketing articles include "A Strategic Approach to Crisis Management and Media Relations," "Associates and Their Role in Marketing," "The Marketing Cycle" and more. Information Technology articles include "Business Continuity Planning From an IT Perspective," "Remote Access for Small to Medium-sized Law Firms," "Client Relationship Management (CRM) Software: Marketing at Its Best" and others. The third release of the Encyclopedia is now available at an ALA member price of \$395 and \$495 for nonmembers.

For more information on the ALA Management EncyclopediaSM, contact the ALA Management SolutionsSM hotline at (847) 247-5582. To place an order online, visit www.alanet.org/alame or call ALA's order fulfillment service at (847) 816-1212.

TACTS

The Arlington Community

Temporary Shelter, Inc.

P.O. Box 1285

Arlington, VA 22210

Tel. (703) 522-8858

Fax (703) 522-4338

email: adm@takis.org

January 6, 2003

Tempie Tavenner
8230 Leesburg Pike Suite 600
Vienna, VA 22182

Dear Friends,

On behalf of everyone at The Arlington Community Temporary Shelter (TACTS) I want to extend you the warmest of thanks for making the Holiday Season of 2002 a wonderful one. Due to your/your groups donations we were able to provide safe, secure and supportive shelter to women and families who needed a place to stay. Your donations specifically helped us to provide gifts and holiday cheer to 55 families representing 59 adults and 127 children for a total of

186 people. This is the largest number of families/people we have provided with holiday support to date. It was only possible because of your donations.

We hope that we will get to work with you again next year and perhaps even more throughout the year, as the support we provide for families is ongoing. If you would like more information about becoming involved with TACTS please give me a call at 703-522-8858 ext 13, email me at rcampbell@tacts.org or visit our website at www.tacts.org.

Thank you again for everything you gave to the families at TACTS this year!

Gratefully Yours,

Rosanne Campbell
Director of Community Resources

ALA - Association of Legal Administrators
175 East Hawthorn Parkway, Suite 325
Vernon Hills, IL 60061-1428
Telephone 817-616-1212 - Fax: 847-816-1213

November 25, 2002

Dear ALA Chapter

During these times of internal and external terrorists, the ongoing Palestinian Intifada, our current teetering on the brink of war in Iraq, and the financial markets and our personal retirement and 401(k) plans in doldrums, it is especially difficult to reach out and help others when we personally feel that we directly or indirectly need help ourselves. During the last month, hundreds of ALA members put aside their personal concerns and needs, and gave of their time and resources to again reach out to others in the communities in which they live and work. You and your fellow chapter members are to be congratulated for doing an exemplary job of responding to the needs of your community as caring, and concerned professionals and citizens. Through your collective chapter efforts, I am sure you have touched an incredible number of lives in a special way.

I thank you both personally and on behalf of our Board of Directors for taking the leadership role in your chapter for making this year's Community Challenge a

resounding success. Please pass on my thanks and appreciation to everyone in your chapter who was part of your Community Challenge activities. I am sure everyone who did participate came away with a great feeling, knowing they did make a difference.

Some have said that Community Challenge is not part of the ALA mission. I think living, feeling and believing that ALA's and our personal success should be shared with others less fortunate, is a noble and worthwhile state of mind. Suggesting that all ALA chapters rally their members to give back to their communities through charitable activities during the month of October is, I believe, one of our "corporate responsibilities". I hope you are as proud as I am to be a member of an organization that feels it extremely important to make a difference in others' lives.

Sincerely,

Ronald M. Henry
ALA President/Executive Director
Saiber Schlesinger Sats & Goldstein, LLC
Newark, New Jersey

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.

Executive Committee Meetings		
Date	Time	Place
4/1/03	12:00 noon	Wickwire Gavin, P.C.

Membership Meetings			
Date	Time	Place	Topic
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	Hunton & Williams	Change of Gavel/Installation of Officers Lawyers Helping Lawyers - Addictions in the Law Office

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