



The NOVA ALA Bulletin

The NOVA ALA Bulletin is published quarterly by the Northern Virginia Chapter of the Association of Legal Administrators. Send comments and editorial ideas to:

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ALA's 31st **Annual Educational Conference and Exposition** is just around the corner. The annual Educational and Exposition Conference will be held in San Antonio, Texas on May 22-24, 2002. Be sure to check the Conference and Exposition section of www.alanet.org for the latest Conference information, and watch your mail mid-January for the Conference Preview Brochure.

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This year's **Regional Educational Conferences** were a great success. The final registration figures for the five Regional

Conferences this fall show a grand total of 655 registrants/ attendees. The three specialty Retreat programs had a combined registration of 168. Thank you to Aurora Quasebarth for representing our chapter at the Region 2 Conference.

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Community Challenge Weekend

Congratulations to our Chapter. We were among the first 10 Chapters to submit summaries and photos of our **Community Challenge Weekend (CCW)** events. Each of the 10 Chapters received a \$100 American Express® Gift Cheque valid at any restaurant or store that accepts American Express®. The following Chapters were also winners.

- Alaska Chapter
- Beverly Hills Chapter
- Capital Chapter
- Maryland Chapter

- New York City Chapter
- Philadelphia Chapter
- Richmond Chapter
- Sacramento Valley Chapter
- Valley of the Sun Chapter

Be sure to attend our Holiday meeting at Maggiano's on December 13th as we will be raffling off the \$100 gift cheque.

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Spotlight on a New ALA Member: **Bud Luby, Legal Administrator at Odin Feldman & Pittleman, P.C.**

1) What is your professional and educational background? Undergraduate degree, Bachelor of Science from the University of Delaware. Master of Science Degree in Systems Management from the University of Southern California. Career Marine retired as a Colonel. Career professional schools, Amphibious Warfare College and Command and Staff College. Occupational specialty in the Marine Corps, Helicopter Pilot. The last six years on active duty I was a legal administrator for the Secretary of the Navy's office.

2) Tell us about your family and/or hobbies. My wife is Barbara who teaches Learning Disabilities at Woodson High School. We have five children. All in their twenties and all out of the nest. I am originally from Philadelphia and Barbara is from Fort Walton Beach, Florida. Barbara and I play golf and enjoy landscaping, travel and home improvement.

3) What do you enjoy most about the field of legal administration? The challenge of the day to day operations and dealing with so many diversified people.

4) What are you hoping to gain from your ALA membership? A network of colleagues that I can share my challenges and experiences with while helping each other. It is also a great way to meet people with similar

professional goals in a social atmosphere. I have my bags packed, including tequila, for San Antonio in May.

5) Anything I didn't ask that you want to share? I decided to make the transition from government legal administration to the private sector in August 1997. The first administrator I spoke to was Joan Macleod on October 15, 1997. She invited me to the Northern Virginia ALA breakfast meeting at Hazel & Thomas the next day. That was my first experience with the ALA. The next two people I met were Tom Solak and Denny Schoen. What a network to start with!!! I am a resident of Fairfax and feel blessed to be back in the Northern Virginia ALA.

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New Members

Sharon Day
Manager of Administration
Mintz, Levin, Cohn, Ferris,
Glovsky & Popeo
One Fountain Square
11911 Freedom Drive
Reston, Virginia 20190
703/464-8155

Dana B. Goldstein
Senior Financial Analyst
America Online, Inc.
22000 AOL Way
Dulles, Virginia 20190
703/265-1812

Angela Olson Halsted
Office Manager
Squire, Sanders & Dempsey LLP
8000 Towers Crescent Drive, 14th Floor
Tysons, Corner, Virginia 22182-2700
703/720-7817

Bernard "Bud" Luby
Office Administrator
Odin, Feldman & Pittleman P.C.
7302 Lee Highway
Fairfax, Virginia 22031
703/218-2263

Michele McGee
Office Manager
Needham & Mitnick PLC
103 West Broad Street, Suite 200
Falls Church, Virginia 22046
703/536-7778

Kathy Mosley
Office Administrator
Fleshner & Kim LLP
14500 Avion Parkway, Suite 125
Chantilly, Virginia 20151
703/502-9440

Kevin O'Hare
Business Manager
Reed, Smith, Hazel & Thomas LLP
3110 Fairview Park Drive
Falls Church, Virginia 22042
703/641-4291

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Renewals

It's time to renew your membership in ALA! Invoices were mailed in mid-November. Members whose dues are remitted and postmarked by January 31, 2002, 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 2001 or in January 2002, depending on whether payment fits better with firm or personal finances in one year or the other.

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ALA News

In 2002, ALA News will begin including more news and features on chapters and members. To do that, chapters should forward any ideas to ALA News Editor Christine Lumber. Chapter spotlight stories could include an innovative program or something special the chapter had implemented. Member profiles could include people who have gone above and beyond their job responsibilities, done something extraordinary for the chapter or have another accomplishment they would like to highlight.

Send any chapter or member profile ideas to Christine Lumber via e-mail at clumber@alanet.org or call (847) 247-5573.

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December 2001

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.

Certification

Now is the time to begin to complete your application and develop a study plan for the next **Certified Legal Manager (CLM) exam**. The exam will be given on May 20, 2002, at ALA's Annual Educational Conference and Exposition in San Antonio, TX. The application deadline is April 5, 2002.

The 2002 Information and Application packet is available through ALA's Web site from the Certified Legal Manager page of Education section www.alnet.org/education/CLMpacket.html or by contracting ALA Headquarters at (847) 816-1212.

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Products

ALA Management SolutionsSM is a full-time information resource and reference service. This service, free to ALA members, brings you customized information tailored to your specific needs and allows you to receive information in a format convenient to you -- by telephone, fax, mail or e-mail.

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*, launched earlier this year, contains a number of articles covering human resources and financial management issues. The cost for ALA members is only \$250 and \$350 for nonmembers. Order Volume 1 today by visiting ALA's Web site at www.alanet.org. Additional volumes will be available for purchase at regular intervals.

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Trade Show

ALA will be exhibiting at Legal Tech, from December 5-6 in New Orleans, LA.

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Executive Committee Meetings		
Date	Time	Place
12/4/01	12:00 noon	Hunton & Williams
01/8/02	12:00 noon	Katz & Stone
02/5/02	12:00 noon	Womble Carlyle Sandridge & Rice
03/5/02	12:00 noon	Kilpatrick Stockton
04/2/02	12:00 noon	Wickwire Gavin

Membership Meetings & Events			
Date	Time	Place	Topic
12/13/01	12:00 noon	Maggiano's	Holiday Event
01/17/02	6:00 p.m.	Hunton & Williams	
02/21/02	8:00 a.m.	Birch Stewart	
03/21/02	6:00 p.m.	Odin Feldman	Vote on new slate of officers
04/18/02	12:00 noon	Maggiano's	Change of Gavel

Current Executive Committee	
President - Tempie Tavenner	tavennerkatz@aol.com
Secretary - Joan Macleod	jmacleod@shoun.com
Past President/Newsletter - Pam Walker	pwalker@hunton.com
Treasurer - Aurora Quasebarth	aquasebarth@wickwire.com
Education - Paul Pantzer	ppantzer@rbdlaw.com
Membership - Deborah Kowal	dkowal@kilstock.com
Regional Rep. - Maria Alvarez	malvarez@hunton.com
Hospitality - Cheri Edwards	cheedwards@wcsr.com