RIVER CITY REVIEW

Association of Legal Administrators *Sacramento Valley Chapter Newsletter*

Fall 2008 Vol. XVIII, No. 2

In This Issue

Send your Newsletter feedback here:
thkreis@murphyaustin.com

ala-sacramentovalley.org

Ken Sockolov

PRESIDENT'S MESSAGE

Ken Sockolov
President, SVALA

Thank you to Julie Juarez for an extraordinary job organizing this year's Community Challenge Weekend (CCW). Julie's choice to support WEAVE in various ways was a wonderful idea. As of this writing, the final results weren't in, but we look to have donated several thousand dollars and several hundred pounds of clothes, in addition to having 20 Sacramento Valley Chapter members and their families contribute time to the event. I also thank all of you.

CCW harkens the beginning of fall. The next event is a joint regional conference with Regions 4 and 6. Four of our members are planning on attending. We'll give you some information on what transpired in the next issue. Locally, we are producing a labor law seminar and vendor fair for November. Please check the listing inside this newsletter for date and time.

On to Business:

We have been facing a difficult challenge in getting increased member participation in various chapter activities. We need the support of many members to make the chapter successful. Whether it be attendance at the luncheons or committee or Board participation, *your* increased support is desired and much needed.

Our monthly lunches are designed as learning opportunities. For only $20 you get education and camaraderie. Please do your best to join us more often.

Nominations for next year's Board are coming up shortly. Please let Camilla Arnds or me know if you are interested in donating your time and experience to the entire chapter. Any conversations will be strictly confidential. We're happy to discuss the various needs of the Board with you. I ask that you take Camilla's call should she call you to discuss.

I wish you a happy holiday season, an up market, and success in your careers. I'll see you at the Holiday Luncheon on Friday, December 5.

Sincerely,

Ken Sockolov
President, SVALA

Sacramento Valley Chapter 2008-2009 Board of Directors

ADVERTISING INDEX

VENDOR PARTNERSHIP SPOTLIGHT!

Please visit page 5 for this edition's Vendor Partnership Spotlight!

Each edition will feature a different vendor in order to educate and inform the membership about all of our wonderful sponsors!

We appreciate each and every one of our sponsors! Thank you for your partnership and your support of the SVALA.

LETTER FROM YOUR EDITOR
Trish Hughes Kreis

Trish Hughes Kreis
Murphy Austin
Adams Schoenfeld
LLP

Another edition of the *River City Review*, another new feature! This issue, on page 31, we have added the New Member Profile. Please read all about Miguel Ramirez of Murphy, Campbell, Guthrie & Alliston who has recently joined the SVALA. If you are a new member and would like to be featured in an upcoming issue, please email the Editor at thkreis@murphyaustin.com.

On page five you will find another Vendor Partnership Spotlight this time featuring Pacific Storage Company. Please read how this company evolved from a tannery (yes, a leather processing company!) to handling the document storage needs of law firms.

Julie Juarez has spent the bulk of the year planning our annual Community Challenge Weekend, this year benefiting WEAVE. Beginning on page nine, Julie shares with us the success of the clothing collection, the day of volunteering at the thrift shops as well as an inside look at the WEAVE Gala. Many thanks go to Julie and her assistants from the Office of the Attorney General for all of their time and hard work on this event. The Board would also like to thank all SVALA members who participated in the event this year!

Have you always wanted to see your name in print?? Perhaps you would like to share your fantastic, educational and even enlightening experiences from the Regional Conference in Austin this past weekend. Please feel free to send in those articles you would like published in the newsletter. The Editor accepts and encourages member (and managing partner) submissions and has yet to reject anyone! If you have ideas for any new features please let the Editor know – keeping the *River City Review* fresh and useful for you is our goal.

It seems too early to say this but please enjoy the upcoming holidays. May your Halloween be slightly scary but safe; your Thanksgiving full of family, laughter and fun and your Christmas, Hanukah, Kwanza or other holiday, happy, merry and blessed.

The truth of the matter is that you always know the right thing to do. The hard part is doing it.

-Gen. Norman Schwarzkoff

VENDOR PARTNERSHIP SPOTLIGHT

PACIFIC STORAGE COMPANY

The "Vendor Spotlight" is a recently added feature in the *River City Review*. The Editor hopes to introduce you to our vendor partners and their respective businesses and give you a bit more information about who they are and the services they provide.

Richard Steed has kindly agreed to answer some questions sent to him by the Editor. Please contact Richard at rsteed@pacificstorage.com or visit the Pacific Storage Company website at www.pacificstorage.com for more information regarding their services.

Editor: Thank you for being a vendor partner of the Sacramento Valley Legal Administrators Association. Please tell us why you chose to support our organization.

Richard: Pacific Storage Company (PSC) is very fortunate to be able to provide services to over 120 law firms in the Sacramento area. As such, we are more than willing to support the Sacramento Valley Legal Administration Association. Over the years, in working with a number of law firms, I have been privileged to know personally many of the current members. We want to be a resource when needed and a supporter in any way we can.

Editor: Please tell us about Pacific Storage Company and the services you provide.

Richard: Pacific Tannery was established in 1856, and was once one of Stockton's major industries, occupying an entire square block of the City. Its founders were Charles and Jacob Wagner, both attracted to California from Germany during the Gold Rush. With 100 employees, it was to become one of the largest operations of its kind on the West Coast. The land for tannery was deeded to the Wagner Family by Captain Charles M. Weber, the founder of the City of Stockton.

Leather processed by the Pacific Tannery was shipped to all parts of the United States, as well as Japan and China, for use in making shoes, harnesses, saddles and other leather goods.

The tanning industry grew to such an extent in the Orient that it caused a sharp decline in operations at the Pacific Tannery and it ceased operations in 1928. A new use for some of the original building was developed for commodity storage and, thus, the Pacific Storage Company came into being.

Currently, we provide a complete records management service including business records management, certified document destruction, data/media storage and document imaging solutions.

VENDOR PARTNERSHIP SPOTLIGHT

Editor: Give us a little background about yourself. How long have you been in the business? How long have you been with Pacific Storage?

Richard: I started with PSC in December of 1985, first in sales, and currently as Vice President over our entire Records Management Division. We have offices in Sacramento, Stockton, and Modesto. I have been also fortunate to serve on the Board of the National Association called PRISM, (Professional Records and Information Services Management) in many capacities culminating as the President in 2002. Currently, I am the Industry representative for the National Fire Protection Association (NFPA) for Records Protection.

Editor: How is it different working with law firms than other non-legal businesses?

Richard: I find that law firms are well managed and organized. Usually there is a documented records retention policy in place and procedures are followed. We do not see this as much in non-legal businesses. We also tend to see a lot more paper in law firms!! Also, more law firms are managing their electronic data and media with clear procedures in place versus non-legal businesses.

Editor: Tell us how you would describe your working style. What makes you successful at what you do?

Richard: First, we put our customers first and foremost.

Secondly, we develop a quality team to accomplish this goal. We are very fortunate at PSC to have a good team of employees who enjoy what they do. We want happy and efficient employees and my job is ensuring that both our customers and employees are well served.

Editor: Tell us something fun you enjoy doing outside of work.

Richard: When not working my Blackberry(!), I like to relax by hiking in the Sierras. Given more time, I really enjoy backpacking and spending a few nights in a tent! I also enjoy traveling, and golf. Perhaps my greatest diversion is being a Grandpa. I have two wonderful grandchildren, Haylee, 2 ½ and McKay, 4 months. I am lucky their parents live in Roseville so I get to see them often, but not often enough!

Editor: What do you want the SVALA members to know about you and Pacific Storage?

Richard: I hope that members of the SVALA will think of Pacific Storage Company as a quality, safe and secure provider of records management services. We feel an obligation of trust and confidence when firms entrust their documents to us. We never take this responsibility for granted and will always strive to carefully and securely manage their inventory.

SACRAMENTO VALLEY ASSOCIATION OF LEGAL ADMINISTRATORS
2008-2009 BOARD MEETING SCHEDULE

All SVALA members are welcome to attend. Meetings will be held at Boutin Gibson, et al. at 555 Capitol Mall, Suite 1500 and will begin promptly at 5:30 p.m. Please RSVP to Jeaninne Jenna-Budowich at jbudowich@aklandlaw.com before attending.

Thursday, November 13, 2008

Thursday, December 11, 2008

Thursday, January 8, 2009

Thursday, February 12, 2009

March Joint Meeting TBA

River City Review Submission Deadlines

Submissions of articles, quotes, calendar items or advertisements are welcome! Please submit materials for the quarterly Newsletter by the following dates:

Winter 2008	December 15, 2008
Spring 2009	March 15, 2009

All submissions must be provided via e-mail in Microsoft Word, Microsoft Publisher, pdf, jpg, or tif format. Please submit all materials to the Newsletter Chair:

Trish Hughes Kreis
(916) 446-2300
thkreis@murphyaustin.com

Thank you for your contributions!!

THE SURVEY RESULTS ARE IN!

ORDER THE 2008 SVALA SALARY SURVEY NOW

CONTACT JOELLE STONE, JSTONE@MURPHYAUSTIN.COM
FOR MORE INFORMATION

COST IS AS FOLLOWS

MEMBER, PARTICIPANT: $125.00
MEMBER, NON-PARTICIPANTS: $225.00
NON-MEMBER, PARTICIPANT: $195.00
NON-MEMBER, NON-PARTICIPANT: $275.00

COMMUNITY CHALLENGE WEEKEND

Julie Juarez
Office of the Attorney General
Community Challenge Weekend Program Chair

Julie Juarez

The Sacramento Valley Association of Legal Administrators partnered with WEAVE (Women Escaping a Violent Environment) for our Community Challenge Weekend on October 11. WEAVE was founded in 1978 and is the primary provider of crisis intervention services to survivors of domestic violence and sexual assault in Sacramento County. WEAVE is a nonprofit organization that offers a full range of intervention and prevention services for survivors of sexual and domestic violence – a 24 hour crisis line, emergency shelter for battered women and their children, counseling, legal advocacy, sexual assault and domestic violence emergency response plus community education and youth prevention programs. Services are provided at no charge to women, men and children.

October is Domestic Violence Awareness Month so the timing was perfect for our community challenge event. Rae Cook, my trusty assistant manager both in the office and for this event, arranged for us to meet with WEAVE representatives. During our meeting it was decided that because we all represent law firms, the Suited for Success Program was the direction we should go. The Suited for Success Program assists clients by providing them with business clothing suitable for job interviews. We were also told they would be happy to accept any donations for their two local thrift stores. The response from all of you for business attire was so overwhelming that we offered to work at their stores to help sort, tag and hang the donated clothing. In addition, donations of linens, household items, stuffed animals, blankets, and books for the families leaving the WEAVE safe houses were received.

After so after many months of receiving donations, I had to hire a large truck to deliver everything the day before the event. Another huge thanks to Jeaninne Jenna-Budowich with Abbott & Kinderman for allowing us to use their storage room for many of the donations. Bright and early Saturday morning, SVALA members, along with family and friends, met at the Arden Way store where they received T-Shirts donated by ACE Messenger Service, with the CCW and WEAVE logos. Volunteers were then divided into groups to work at the two WEAVE thrift stores, where they spent the day sorting, tagging, hanging, and selling clothing. In addition, CCW volunteers decorated the stores for the holidays. Volunteers were fed pizza and soda in order to keep up their strength! You can see the fun we had in the pictures shown on the following pages!

COMMUNITY CHALLENGE WEEKEND (continued)

More than 30 volunteers participated in this very worthwhile event. In addition to assisting in the thrift stores, $3,700 was donated to WEAVE. Because of our generous donation of time and money, we were invited to join WEAVE in celebration of their 30th year anniversary at the Memorial Auditorium. The dinner was held on October 18 and some of those from my organizing committee attended with me. There was a delicious dinner and silent auction, with local dignitaries, Stan Atkinson, former Channel 3 news anchor (retired), and Senator Darryl Steinberg attending. Get a glance at me with Mayoral candidate Kevin Johnson! WEAVE raised almost $55,000 that night.

There are too many volunteers to thank in this newsletter, but my sincerest appreciation to each and every one of you for contributing your time and money to make this community challenge such a success! I would like to acknowledge my staff who assisted me in organizing this event and the companies that made such generous monetary donations:

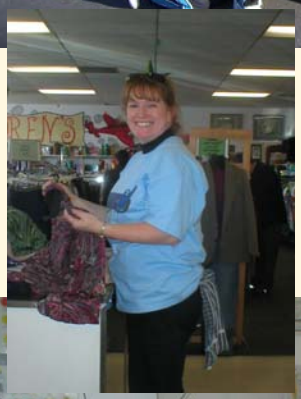
Rae Cook
Shirley Freeman
Cynthia Fulkerson
Maggie Jackson
Gloria Montano
Carrie Saulsberry
Murphy Austin Adams Schoenfeld LLP
SVALA
Resources Law Group LLP
Boutin Gibson Di Giusto Hodell, Inc.
Abbott & Kindermann LLP
Anwyl, Scoffield & Stepp
Schuering Zimmerman Scully Tweedy & Doyle LLP
Sierra Office Supply and Printing

Here is a message I received from Denise Garland, President of the Board of Directors for WEAVE: "I just wanted to say thank you from the bottom of my heart for coordinating the WEAVE fund raiser/drive and for being present at the big event. I hope you all had fun since you all worked so very hard. You are an awesome group. Thanks again."

I am so proud to be associated with our Community Challenge event this year and I encourage anyone who might be interested in helping our community to consider joining the Board this year. It's not often we get the chance to help make a difference.

COMMUNITY CHALLENGE WEEKEND
(continued)

Volunteering at the WEAVE thrift shops



COMMUNITY CHALLENGE WEEKEND

WEAVE 30 Year Anniversary Gala Event

Shirley Freeman, Rae Cook, Julie Juarez, David and Judith Rice

Gloria Montano and her son Anthony Montano

Julie Juarez and mayoral candidate, Kevin Johnson

David and Judith Rice, Gloria Montano, Shirley Freeman, Julie Juarez, Rae Cook

PLEASE SAVE THE DATE

OUR ANNUAL HOLIDAY CELEBRATION WILL BE HELD DECEMBER FIFTH TWELVE O'CLOCK AT THE ESQUIRE GRILL

Reprinted with permission from *A'LA Carte,* the newsletter published by the New Orleans Chapter of the Association of Legal Administrators, Summer 2008

A Practical Approach for Coping with the Changing Economy

by Brenda Christiansen, CPA

Because of the lagging economy and persistent talk about a possible national recession, law firms need to consider tightening their belts and redirecting their efforts towards strategic solutions to survive the economic downturn.

While owners/partners are normally busy working ***in*** their practice, they should be focusing ***on*** the practice. That is to say, partners need to shift their attention to how they can run their practice more efficiently and effectively.

This article offers several short term and long term strategies, that when implemented in a well planned systematic fashion, can positively impact the financial performance of a firm.

Short term strategies focus on day-to-day housekeeping items, such as a review of overhead costs, processing financial statements on a timely basis, sending bills out at month end and following up on collections.

By contrast, long term strategies are more general in scope and impact a firm over time. They include skill building, staff counseling, leverage and marketing to current clients and future growth targets.

Unfortunately, most firms spend about 80% of their efforts on the short term goals, which keeps them from being forward-thinkers and preparing for the future.

Monitoring New Matters (Long Term Goal)

Many firms are so busy managing day-to-day operations that they lose the big picture and overlook basic factors that are critical to long-term success. A key indicator of the future is the number of new matters that the law firm opens. Most law firms have software that can easily track the number of new matters, classifying them by practice groups, by clients and by originator. Reviewing the source of the new business, i.e., whether this comes from current clients, referrals or new industries to the market, allows the firm to better focus their marketing and production efforts to these particular areas. It also provides an opportunity to evaluate where the firm can add more value to their existing base of clients and focus on those producers that have been dragging their feet in obtaining new business.

Preparation of a Budget with Flexibility Options (Long Term Goal)

A well thought-out budget, based on both historical and future trend information, is a useful management tool that provides the firm with a basis for formulating financial goals as well as funding many other strategic areas, such as technology processes, compensation, firm growth and marketing efforts.

Reprinted with permission from *A'LA Carte,* the newsletter published by the New Orleans Chapter of the Association of Legal Administrators, Summer 2008

A Practical Approach for Coping with the Changing Economy (continued)
by Brenda Christiansen, CPA

Budgets are normally prepared on a historic basis. Consider preparing a budget that is rolling, adjusted quarterly and reflects future changes and assumptions as the year progresses. This type of budget gives the firm the flexibility to cope with changing economics factors.

Evaluate Leverage Efficiency (Long Term Goal)

A law firm's leverage is central to its economics, its organizational structures and its positioning in the client markets. Delivering service with a cost-effective mix of high-cost seniors and low-cost juniors can help a firm lower its effective hourly rate and, as a result, reduce its cost to clients while simultaneously generating additional profit for the firm.

Leverage efficiency is impaired in those firms that operate in a 'what's mine is mine' environment where rewards are given to individuals based on the work they bring in and work on, rather than to members of a team for work they did together. Upper level attorneys will hoard their work rather than invest time and effort training staff if their compensation is based solely upon billable hours instead of on various factors that include counseling and training staff, marketing efforts and contributions to new business endeavors.

Reviewing leverage across practice areas on a weekly basis can assure efficient utilization of production in all areas. Staff associates will constantly be challenged while the partners can spend this same time in the marketing area of the firm.

Firms should also hold each partner accountable for a per partner net income target. The components of this calculation should include average collected rate, utilization, leverage and profit margin.

Net income per partner can be calculated as follows: Profits / Partner = Profits / Fees (profit margin) times Fee / Staff (utilization) times Staff / Partners (leverage).

Profit margin is calculated as Fees minus Costs. Utilization (Production) is defined as Billable Hours times the Billing Rate. Leverage is calculated as the Number of Associates to the Total Number of Partners.

There are several factors that a firm should consider to increase net income. Income is enhanced if rates are increased, delivery costs (leverage) are lowered, under-performers begin to perform, and hours are increased while overhead costs decline.

Billing rate increases can be justified by reviewing marketing factors, such as competitor rates, current economic considerations (inflationary costs) and the type of services offered.

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A Practical Approach for Coping with the Changing Economy (continued)
by Brenda Christiansen, CPA

In reviewing a firm's rate paradigm, it is also important to consider an on-going investment in skill building. Good solid training programs will positively impact rates and efficiency consistently over time.

In the case of low- or under-producers, firms need to identify specific reasons for their underperformance and be willing to invest in counseling and training programs to help these groups improve. Certain divisions may deal with client work that has very strict billing guidelines that can siphon off billable hours. Firms should therefore review time-keeping disciplines and offer training sessions on how to effectively capture and properly record billable time.

To increase volume, firms should establish both individual and team goals, communicate them clearly and then monitor them. All firm revenue-producers must understand the importance and relevance of meaningful billable hours, as well as how their time and efforts affect the bottom line.

Proactive measures, such as seeking out competitive bids for insurance costs, reviewing local compensation surveys, establishing good banking relationships and reviewing lease options on a timely basis, will directly impact overhead costs, thereby impacting net revenue.

Increasing Utilization (Short Term Goal)

There are many short term practices that a firm should implement to increase utilization. First and foremost, a firm should prepare annual production goals at all levels of the firm, even to the point of considering the possible use of a secretary or law clerk for clerical- type billable work. These goals should be factored into the overall annual financial budget of the firm. Production goals should be properly communicated to all revenue-producers and should be reviewed by staff and management on a monthly to quarterly basis. These targets should also be factored into the bonus compensation package. Completing a work flow schedule on a weekly basis will help to distribute the available work in a consistent and even manner.

By implementing the above steps, time write-downs will be kept to a minimum, utilization will increase and revenue-producers will be able to communicate confidently to their clients a direct understanding of the value of every task that is performed.

A Re-focus on Data Analyses

Preparing innovative and practical analyses using the data provided from law firm software can help a firm to redefine relationships among owners, with staff members and with their clients.

Compensation is a major factor in attracting and retaining good people in a quality practice. Having a workable plan, that includes various levels of input by the staff, helps to create internal harmony and foster the team approach.

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A Practical Approach for Coping with the Changing Economy (continued)
by Brenda Christiansen, CPA

Most firms have used the same data components in their compensation system for years. Some firms have tiered formulas; some use a basic formula based upon factors such as production, collections and factor in overhead costs; and others use a simple cost of living increase.

Firms should seek out various degrees of data in crafting a compensation plan. Utilization, cross-selling, value-added services, marketing efforts, counseling of staff, skill building (leverage) and tiered ownership are all vital factors that should be a part of the compensation formula. Redefining the compensation approach will have a positive impact on staff morale, loyalty and commitment to the firm.

Compiling marketing data relating to the source of new business will help guide a firm in its future marketing efforts. Was the source of the new business from a client, from a speaking engagement, from community or professional group involvement? Digging deeper into this type of data will help decision makers concentrate their marketing efforts in areas with the largest payoff.

Often firms are so busy trying to get new business from new sources that they forget to explore the numerous opportunities their current clients can already provide. The 80/20 rule — 80% of your business comes from 20% of your clients — applies here. Cross-marketing additional services to existing clients whose trust and confidence has already been gained is much easier than cultivating new contacts. Existing clients are valuable sources for value-added services and new business referrals.

If client data is currently not available in the firm's software package, consider an investment in the latest technology.

Final Steps Towards Achieving Short and Long Term Goals

Conserving cash, reviewing unbilled and account receivable balances on a timely basis, and having conversations with clients about payment terms are a few measures a firm should take as final steps during a recession.

Firms should continue to invest in professional development and overall marketing efforts. Firms should also review outstanding leases and debt instruments to ensure that they are maximizing their options in these areas.

In summary, law firms should not limit their financial focus to a numeric approach but should also consider a broader spectrum of strategies that cover financial, marketing, information systems and solid law firm management disciplines to carry them through these tough economic times.

Brenda Christiansen *is a CPA and Vice President of Law Firm Consulting Services for* ***Laporte, Sehrt, Romig, Hand****. She has been practicing accounting for 27 years and has been with Laporte for 14 years. Laporte, Sehrt, Romig, Hand is a Professional Accounting Corporation that provides law firm practice management tools, financial accounting services, budgeting, compensation analysis, key operating statistic analysis and accounting training. Ms. Christiansen can be reached at 504-835-5535 or via email at bchristiansen@laporte.com.*

A CALL TO SERVE ON THE SVALA BOARD OF DIRECTORS

Who Wants to be a Board Member???????

Benefits:
(as described by your current board members)

Developing strong professional relationships (and making friends along the way);

Having a SAY in what your chapter does for its members;

Being more "in the know" about things affecting the legal community and getting a better perspective from fellow board members;

Scholarships for officers to help with cost for conferences, plus a chance to win additional board-only scholarships;

There is no better way to learn more about your SVALA membership and all that it has to offer than by serving as a board member.

The "networking" that is provided by being a member. Enjoying the new ideas that are shared during the board meetings.

The opportunity to attend regional and national conferences with subsidies provided by the local chapter and national.

Making your chapter the best it can be!

If interested in serving on the 2009 — 2010 SVALA Board of Directors, please contact:

Camilla Arnds, Past-President and Chair of the Nominating Committee
cma@szs.com

Reminder: All SVALA members are welcome to attend Board Meetings! Please see page 7 for details.

UPCOMING EDUCATIONAL AND SOCIAL EVENTS

Thursday, November 20, 2008

TIME: 8:00 — 10:00 a.m. ***[note change from regular time!] *****

TOPIC: Educational Seminar: Labor Law Update

SPEAKER: Lisa Ryan
Cook Brown, LLP

LOCATION: Hyatt Regency Hotel, 1209 "L" Street

** Breakfast Buffet included!

Friday, December 5, 2008

TIME: 12:00 p.m. — ??

TOPIC: HOLIDAY LUNCHEON!

LOCATION: Esquire Grill, 1213 "K" Street

Thursday, January 15, 2009

TIME: 12:45 — 2:00 p.m.

TOPIC: TBD

SPEAKER: TBD

LOCATION: Casa Garden Restaurant, 2760 Sutterville Road

In the mood for more education?? Try:

ALACurrents

ALA Currents is a subscription-based management news service provided exclusively for members of the Association of Legal Administrators. Delivered to you via e-mail directly to your desktop or from Members Only in *www.alanet.org*, *ALA Currents* provides the most timely information in the marketplace pertaining to legal management.

PREVIOUS EDUCATIONAL AND SOCIAL EVENTS

Thursday, August 21, 2008

TOPIC: Wellness Programs for Law Firms

SPEAKER: Marcia Augsburger, Health Attorney
McDonough, Holland & Allen PC

In addition to her client work, Ms. Augsburger is an arbitrator for the American Health Lawyers Association Alternative Dispute Resolution Service, has been a guest lecturer at the U.C. Davis School of Law, and has conducted seminars on complex litigation, women in the law, consumer directed health care and wellness programs, civil discovery, and other legal and business subjects. She also heads the firm's wellness program.

Ms. Augsburger inspired everyone to at least consider a wellness program, giving us lots of reasons to do so and lots of reasons to stop making excuses! Your Editor even began to offer fruit next to the office candy bowl which has been a huge hit! (Baby steps, people, baby steps!)

Many congratulations to Craig Price of Somach Simmons & Dunn for being the lucky winner of a $500 Regional Conference Scholarship!

Thank you to Western Blue, our August 2008 Luncheon Sponsor!

NOVEMBER EDUCATIONAL SEMINAR

Thursday, November 20, 2008

WHERE: Hyatt Regency Hotel
1209 L Street
Sacramento, CA 95814

WHEN: Thursday, November 20, 2008
8:00 – 10:00 a.m.

WHAT: **LABOR LAW UPDATE**

GUEST SPEAKER: Lisa Ryan, Cook Brown LLP

breakfast buffet included!

CHAPTER LEADERSHIP INSTITUTE
June 2008

Shauna Manner, President-Elect
Resources Law Group

In June, I attended ALA's annual Chapter Leadership Institute (CLI) in Wheeling, Illinois, a suburb of Chicago. This event provided an opportunity to collaborate with other chapter leaders by exchanging ideas, learning from one another, and expanding one's network of connections and sources of information. A highlight of the event was speaker Michael Brandwein, whose entertaining and engaging speech "It's Not *Magic* – It's Method: Outstanding Skills for Leading Terrific Teams" suggested new and innovative team-building and leadership methods.

Following the keynote speaker, we broke into elective sessions divided by topic and chapter size. I attended "Transitioning – Keeping the Chapter Leadership Chain Strong," "Running Successful Chapter Meetings," and "Current Chapter Management and Legal Issues." Each of these sessions involved effective, facilitated discussions that brought to the forefront great new approaches and ideas which have been helpful and successful in other chapters. A great learning opportunity for all was the extensive sharing of information regarding "what worked and didn't work" in each participant's experience as an ALA chapter leader. Overall, the CLI was informative, engaging and motivating. I look forward to sharing these new ideas, methods and skills with my fellow ALA members.

ALA CODE OF PROFESSIONAL ETHICS

The legal profession and business must adhere to high ethical standards to maintain public trust. This ALA Code of Professional Ethics sets forth guidelines or standards for the ethical administration of legal practices — private firms, legal clinics, corporate legal departments, governmental agencies and the courts.

Legal administrators at all levels must become familiar with these standards and incorporate them into their everyday performance. They also should study and comply with all ethical guidelines of bar associations and law societies which apply in their own jurisdictions. Furthermore, they must take the lead in communicating relevant standards to staff personnel who may be less familiar than lawyers with the ethical guidelines of bar associations and law societies, and in communicating appropriate policies and procedures to lawyers.

Principles and Rules of Conduct

Honesty

The professional legal administrator shall:

- Be open and honest in all relationships with attorneys, employees and others.
- Never compromise the reputation or good of the legal practice by dishonest or illegal behavior.

Integrity

The professional legal administrator shall:

- Avoid actual or apparent conflicts of interest. Advise all appropriate parties of any potential conflicts.
- Never engage in activities that would prejudice the ethical performance of job responsibilities.
- Refuse any gift, favor or hospitality that would influence or appear to influence actions, unless such item is fully disclosed to and approved by management.
- Never solicit or accept any personal or family fee, commission, gift, gratuity, discount or loan for performing job duties or providing services to existing or potential clients.
- Pursue and promote fair and equitable employment practices and oppose discrimination which is based upon gender, age, race, religious creed, national origin, sexual orientation, physical disability, marital, parental or veteran status.
- Endeavor to foster a work environment founded on respect and dignity and free of sexual harassment.

ALA CODE OF PROFESSIONAL ETHICS (continued)

Objectivity

The professional legal administrator shall:

- Communicate all information fairly and objectively.
- Fully disclose all known information that would be material to a particular management or financial decision.
- Fully disclose all relevant information required for an intended user to understand management reports, employee communications, business recommendations and comments.

Competence

The professional legal administrator shall:

- Maintain an appropriate level of professional competence and enhance existing skills through ongoing professional education programs, peer group associations and self training.
- Recognize and communicate professional limitations or other constraints that would preclude responsible judgment or successful performance of an activity.
- Ensure that delegated tasks are responsibly assigned and competently performed. Make every effort to ensure that subordinates have necessary skills and levels of competence.

Independence

The professional legal administrator shall:

- Ensure that all personal political activities are separated from the legal practice.
- Never make investments which would benefit from inside knowledge of the legal practice or its clients.
- Exercise prudence and restraint in personal financial affairs, including speculative investment and margin accounts, in order to avoid debts and other financial obligations which could compromise independence and professional judgment.

If you find in your heart to care for somebody else, you will have succeeded.

-Maya Angelou

It's easy to make a buck, but hard to make a difference.

~Tom Brokaw

ALA CODE OF PROFESSIONAL ETHICS (continued)

Professional Responsibility

The professional legal administrator shall:

- Promulgate a positive image of the legal practice to its clients and potential clients; attorneys and staff personnel; bankers, consultants and vendors; the press; governmental agencies; the legal community; and all other relevant audiences.
- Exercise reasonable diligence in gathering business data and information from internal and external sources and in reporting that information in a manner which facilitates informed decision-making.

Confidentiality

The professional legal administrator shall:

- Never disclose confidential information acquired in the course of employment, whether or not still employed by that legal practice, except when legally obligated to do so.
- Inform subordinates that confidentiality of information acquired in the course of their work is essential, and monitor their activities to ensure that confidentiality is maintained.
- Ensure that all confidential and proprietary information acquired in the course of duty is used solely for legal practice purposes, is not provided to unauthorized persons, and is not used for the purpose of furthering a private interest or making a personal profit.

Service

The professional legal administrator shall:

- Perform business duties in good faith in a manner believed to be in the best interests of the legal practice.
- Perform duties only within assigned authority.
- Accomplish assigned tasks in a timely manner.
- Promote and monitor guidelines for practice development and marketing activities to ensure that those activities are appropriate for the legal practice and conform with applicable professional guidelines.

(Adopted April 1991)

Walking with a friend in the dark is better than walking alone in the light.

~ Helen Keller

REPRINTED WITH PERMISSION FROM *THE MANDATE*, THE NEWSLETTER PUBLISHED BY THE SAN DIEGO CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS, MARCH / APRIL 2008

FROM THE COACH'S CORNER
By Scott Hunter

There's something very serious going on that I know you're aware of, that I want you to consider looking at in a way that may be different than how you are presently looking at it.

What am I referring to? The economy! Just read the newspaper, watch the news, or listen to the radio. All you hear / read about is how bad things are, the real estate debacle, how many people are losing their homes, maybe we're in a recession, etc.

I'm really seeing how this is playing out. Furniture stores are closing because people aren't spending on non-essentials. Home Depot reported its first unprofitable quarter. Restaurant sales are down. People are not remodeling their homes and the government has passed a tax rebate.

All of this is what's going on "out there." But the real question for you is: what's going on "in here"?

When "things" get like this, it's critical to remember some fundamental principles that we have discussed many times before:

First, we live in a fear-based paradigm. Fear is the most predominant human emotion. These days, people are reacting to what they see and are more fearful than ever.

Second, we live in a scarcity-based paradigm. Most people believe that our resources are scarce, there is a limited supply, our job is to get our piece of a limited pie. These days, people are thinking more than ever about scarcity.

Third, we live in a Universe of laws. Gravity is an example of a law of the Universe. Doesn't matter if you believe in gravity or not. It is a law.

Fourth, the law of attraction is another law. Doesn't matter if you believe in it or not, it's a law. Quantum physics has proven it. What it says is that you will always attract into your life and your company that which is consistent with your predominant thoughts and feelings.
There is no such thing as an idle thought. Every thought creates.

Now let's add this all up:

Be scared, be fearful, feel afraid, and you'll attract to your company events and circumstances to support you in those thoughts and feelings. Worry about not having enough, come from scarcity, and you'll attract lots of scarcity and not "enoughness."

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FROM THE COACH'S CORNER (continued)
By Scott Hunter

So yes, the news in the economy is not good, but we are making it worse by our reactions to it. The more we respond from fear and scarcity, the more we perpetuate those experiences.

Now is the time to be brave, to be confident, to be bold, to be imaginative, to have faith, to trust, and to count your blessings.

The more you focus on what you have to be grateful for, the more the benevolent Universe will send you events and circumstances to support you in being grateful.

The more you focus on what you appreciate, the more the Universe will send you events and circumstances to support you in being appreciative.

The more you're willing to be happy no matter what's going on in the moment, the more the Universe will send you events and circumstances to support you in being happy.

The more you're willing to have faith and trust and be optimistic, the more the Universe will send you events and circumstances to support you in having faith, trust and optimism.

The overall economy is always a reflection of our collective consciousness. The sub-prime debacle has driven us into a collective consciousness of fear and scarcity. That is truly unfortunate. BUT YOU DON'T HAVE TO PARTICIPATE!

YOUR economy is always a reflection of YOUR consciousness. Create a consciousness of faith, trust, optimism, happiness, abundance, appreciation and gratitude and watch how quickly your circumstances will change to match those feelings.

Your personal results are never a function of the events in your life. They are always a function of your perception of and reaction to those events. You are always at choice. In these challenging times, you must consciously choose. If this sounds too good to be true, if you don't quite get it, or if you want some help in doing this, give us a call.

Scott Hunter is a professional speaker, workshop leader, consultant and business coach. His work involves creating meaningful, quality relationships in the workplace to increase productivity, creativity, teamwork and profitability. He is the author of the ground-breaking book, Making Work Work. *He can be reached at scott@thpalliance.com or visit his web site at www.thpalliance.com.*

ALA: CHAPTER EMAIL GUIDELINES

1. Our Chapter does not have a formal "opt out" policy for emails sent to all Chapter members. If you find the volume of Chapter emails too cumbersome, please email the Chapter's current president and send a group email to all members that you wish to be removed from the email distribution list. If you continue to receive these unwanted emails, please send a message directly to the member who has not yet deleted you from their email distribution list.

2. The Board is encouraging all members to only use the "reply" feature as opposed to the "reply to all" when directing your email to only one member.

3. If your firm is offering a program that might be of interest to others in the Chapter, please check with the Board prior to sending a group email.

4. If you are sending a query to gather information from numerous law firms, if possible, please offer to compile the results of the email responses for the rest of the Chapter members. For example, if a member sends an inquiry email asking all of us if we plan to close our office for a particular holiday, you would reply to the sender only. The sender would tally the replies and send an email to the members with the final results.

5. Finally, please visit the Chapter's website to download the member directory and check your email distribution list against the current member directory.

If each of you could follow these guidelines, it will be greatly appreciated by all members.

Quiz Time:

When is the Sacramento Chapter's Fall
Labor Law Seminar?
(date and time of day, please)

First person to email the Editor the
correct answer wins a prize!

thkreis@murphyaustin.com

NEW MEMBER PROFILE

Editor: Thank you for being our first New Member Profile guinea pig! Please give us a little information about yourself, including how you became a Legal Administrator.

Miguel: First and foremost, I'm a native Sacramentan. As a product of Sacramento's public schools, I was fortunate to attend USC, where I completed my BS in Business Administration, and Stanford, where I earned an MBA in addition to an MA in Education. In between I enjoyed a diverse career in finance, consulting, and telecommunications, including stints in Europe and the Middle-East.

R. Miguel Ramirez, MBA
Murphy, Campbell, Guthrie & Alliston

I was sitting at home in retirement when I realized that the same parts of my personality which drove me through a successful business career, were also going to be the same parts of my personality that made me miserable if I didn't find something to keep me busy that included daily adult conversation. When an attorney who had successfully litigated a real estate matter for me let me know his firm was separating and that his new firm would need an administrator, it seemed like destiny. I've now been with Murphy, Campbell, Guthrie & Alliston for a year and a half and moved to a new building.

Editor: Please tell us why you joined the Sacramento Valley Association of Legal Administrators.

Miguel: I was looking for the opportunity to meet others in legal administration and try to leverage off of their expertise. While business is nothing new to me, working inside a law firm can sometimes feel new. I've always been a big believer that experience is the best teacher – especially if it's someone else's experience. Most importantly, that part of their experience where they tell you about their "I wish I would have done that differently" moment is invaluable. If you're smart enough to listen for it, it will come.

Editor: What is the most unusual or humorous task you have had to do as a Legal Administrator?

Miguel: I find service vendors in this business can have unusual perspectives about the value of their service to the firm, as well as their relative position in their industry. It can be an experience sitting across the table from someone whose perspective is a little out of synch with reality when you have to say "No thank you" and advise them you're going to have to search for a replacement. It's as if it's the first time the possibility ever occurred to them – and it doesn't matter how often you've tried to coach them up prior to that conversation.

NEW MEMBER PROFILE
(continued)

Editor: What is your favorite activity outside of work?

Miguel: I've played softball with the same guys on and off over the past 30 years or so. Unfortunately, we're all getting old and it's a little hard to compete with the 30-ish kids that come up every year. We took last season off because so many of us were injured. We still plan on coming back, but we don't talk about it much. No one's voiced it, but it'll probably require stepping up to the "Old Man's Division," which is a little hard to swallow.

Editor: What is a project or accomplishment you have been proud of?

Miguel: I'm the oldest in my generation of family so it was important to them that I go to college even though I wasn't big on it at the time. My family sacrificed a lot to make sure I went so that my cousins and other younger family members could each see that higher education was an option for them. That wasn't the case for my parent's generation of my family.

Editor: What is something people would be surprised to know about you?

Miguel: I'm a living legend among working class chauffeurs in Cairo.

Know someone interested in joining SVALA? Have you moved?? Please notify our Membership Chair, Jessica Miller at miller@sweeney-greene.com

WELCOME NEW MEMBERS!!

Kathy L. Jadoon Office Manager Angelo, Kilday & Kilduff 601 University Avenue, Suite 150 Sacramento, CA 95825 Telephone: (916) 564-6100 Facsimile: (916) 654-6263 E-mail: kjadoon@akk-law.com Managing Partner: Carolee Kilduff Member Since 2008	**Diane M. Overstreet** Office Administrator Green & Hall APC 2999 Douglas Boulevard, Suite 315 Roseville, CA 95661 Telephone: (916) 367-7098 Facsimile: (916) 367-7491 E-mail: doverstreet@greenhall.com Managing Partner: Edward Huguenin Member Since 2002

ALA: MISSION AND GOALS

MISSION

The Association of Legal Administrators' (ALA) mission is to:

- Promote and enhance the competence and professionalism of all members of the legal management team;
- Improve the quality of management in law firms and other legal service organizations; and
- Represent professional legal management and managers to the legal community and to the community at large.

GOALS

The Association of Legal Administrators' (ALA) goal is to:

- Develop and deliver programs and products that will provide high-quality, competency-based education to members of the legal management team.
- Improve and strengthen the flow of information to and from the members.
- Enhance the services and benefits available to members.
- Increase the visibility and credibility of the Association of Legal Administrators and its members in the legal community through effective marketing and communications, and through partnering efforts with the bar and other law-related associations.
- Retain and recruit members from all components of the legal management team.
- Maintain the Association's strong economic base.
- Increase diversity in the Association, in the legal management community and in all legal service organizations.
- Promote and continue an organizational structure which clearly and effectively allocates the policy and operational roles and responsibilities of volunteers and staff through Governance Policies that ensure that organizational resources are best-used to achieve the Association's Mission and Goals.

BOARD MEETING MINUTES SUMMARY

Minutes of Board Meeting July 10, 2008

PRESIDENT'S REPORT AND ANNOUNCEMENTS – Ken informed the board Shauna was not in attendance tonight, but wanted to thank her for presiding over the June Board Meeting.

DIRECTOR AT LARGE – Joelle reported the Salary Survey will be going out in the next week, but with regards to survey, Joelle explained that there should be no difference between Paralegal and Legal Assistant, that both need to be combined to one. Other titles might need to be deleted or changed and Joelle will be contacting headquarters to confirm their approval. Board suggestions to possible the ALA survey to use their same categories. A motion by Ken to accept Joelle's recommendation for 2008 survey, Vicki seconded; motion approved. Changes for 2009 survey will be discussed at a later date

MEMBERSHIP – Jessica Miller (not in attendance) - No new members at this time.

NEWSLETTER – Trish gave Craig a check in the amount of $100 from Sierra Office Supply. This is a donation to ALA as part of their advertising campaign which states that any ALA client of Sierra who orders $1000 or more in supplies will receive a $100 donation to ALA in their name. Trish pushed the publish date back a week to July 22. Trish has also created a chart to keep track of the placement of the ads in each issue.

WEBSITE DEVELOPMENT –Karen Martin & Cindy Harris - Cindy reviewed some of the judge's comments and is suggesting a total overhaul of our website, due to the fact it is over 10 years old. She would like to come back to the Board next month with some suggestions on who can redo the website. Further discussion showed concerns for the high expense of a new website.

A suggestion was made to find a chapter's website that we all like and can agree on, and use their format and their web designer - the codes would already be written, which would make the process easier and less costly. The main consensus is that our Website does need to be updated, but possibly not completely revamped to keep the cost down.

Afineol commented that our website has 30 or more pages, all of which need to be touched if certain changes are made. Afineol has already spent numerous hours on this and they have been redesigning the logo section of the website. Placing vendor ads on the website should be Afineol's first priority. The board is going to table the discussion regarding the changes on the website until Afineol completes the vendor's logos. The Board requested that Cindy to send an e-mail to all members to see if any of them are website savvy, and might be interested in helping our chapter with our website. Cindy will drop the idea of redesigning the website at this time.

COMMUNITY CHALLENGE WEEKEND – Julie reported the process is moving right along and we are beginning to receive donations. Julie is waiting to receive the posters from WEAVE and then will be able to hand them out. She has a sponsor - Ace Messenger (new to Sacramento) that will pay for the t-shirts if we decide to do them.

Julie will continue to send out reminders to all members regarding the community challenge. Ken asked for a calendar on what the timelines are, so we know what to expect. Julie has volunteers from her office - Cynthia Fulkerson, Delia Velarde, Shirley Freeman that are assisting her. SVALA has received $1000.00 from two firms for their contribution to our community challenge.

BOARD MEETING MINUTES SUMMARY

Minutes of Board Meeting July 10, 2008 (continued)

MANAGING PARTNERS EVENT- Vicki reported 72 people attended the last MPE. While attending the CLI conference she received a lot of information to help her for our event. Vicki has a speaker in mind, but cost is very high, so she will keep looking. The Board requested that she bring more suggestions on speakers to the next Board Meeting. The location is confirmed at the Sutter Club on March 11, 2009.

VENDOR RELATIONS - Michele reported she received a check from Innovative Computing Systems. Michele will get more information from Casa Garden for the cost of the Vendor Appreciation Party. Michele has researched Embassy Suites which is too expensive and the Vizcaya. The Vizcaya is available, but charge a corking fee. They have two rooms; one could be for the seminar, and the second for the Vendor Appreciation Party. The cost would be $1700.00 for corking fee, miscellaneous food items, and room for the educational event. The wine is not included in the cost. There will be no monthly SVALA luncheon for that month, as the seminar and vendor party would replace the luncheon. Michele needs to find out what the budget was for 2007. There is a possibility of using the Sutter Club for this event, and she will get the information on what is needed to Ken so he can check out the Sutter Club.

TREASURER - Craig presented the Financial Reports for review and approval. At the end of the first quarter, our financial position is good. The Profit and Loss is in good shape, in comparison to the budget. Craig will e-mail the June Financial Income Statement for final board approval.

OLD BUSINESS: CLI - Everyone who attended the CLI Conference really enjoyed it. Ken would like all attendees to submit a brief summary for the next newsletter.

NEW BUSINESS: Programs/Education – Election of new Director - Kathy Davidson Brown is our new Program/Education Director.

CLM - Ken will be taking over the CLM classes. The first class will begin on July 30, 2008, and anyone who is interested can attend, even if you do not want to take the test, as it is very informative.

Minutes of Board Meeting August 14, 2008

PRESIDENT'S REPORT AND ANNOUNCEMENTS: Ken thanked the board for their service.

DIRECTOR AT LARGE: Joelle was not in attendance but provided a report. Twenty five salary survey responses have been received. Members have until August 15, 2008 to complete the survey if they have not done so already.

PROGRAMS/EDUCATION: Kathy reported the holiday luncheon is scheduled Friday December 5, 2008 at the Esquire Grille. A budget for the luncheon was presented to the board based on 32 attendees.

MEMBERSHIP: Jessica received and is distributing the printed membership directories. The board would like to consider not printing hard copies next year.

NEWSLETTER: Trish reported the next publish date for the newsletter is October 15. The deadline for submissions is September 15. Trish needs recaps of Chapter Leadership Institute from attendees.

BOARD MEETING MINUTES SUMMARY

Minutes of Board Meeting August 14, 2008 (continued)

WEBSITE DEVELOPMENT: Cindy had nothing to report.

COMMUNITY CHALLENGE: Julie reported twenty two volunteers for CCW. There are $1,000 in cash donations and many donations of materials.

MANAGING PARTNER EVENT: Vicki reported the MPE will be held Wednesday, March 11, 2009 at the Sutter Club. Sean Carter has been contacted as a potential speaker. Ethics CLE credit for attorneys will be available if Mr. Carter is selected and his ethics presentation is the topic chosen. The fee is $3,000 plus expenses for travel. Steve Gilliland is another potential speaker. His fee is higher and his travel expenses would likely be higher as well given the distance he would need to come. Vicki will send links to the websites of both speakers for board input regarding speaker selection.

VENDOR RELATIONS: Michele reported two event sponsors for the fall education seminar – Encompass and Innovative Computing Systems. There is $600 in sponsorship money. Vendors have been contacted with a "save the date" notice. It will be held on September 18, 2008 from 1:00—4:00 p.m. Invitations will be sent using CVent next week.

Quest, a computer company, is interested in sponsoring an event or luncheon. There are no additional sponsorships available this calendar year except the holiday lunch. Vendor sponsorship packages indicated an ala carte option for sponsorship for the holiday lunchso there will be vendor sponsors ($500 sponsorship, limited to three vendors, maximum of two individuals in attendance from each vendor). The suggestion was made to use some of the vendor sponsorship money for door prizes.

TREASURER: Craig provided financial statements as of July 31, 2008. Motion made to approve the financials and carried. For insurance purposes related to fiduciary responsibility, someone other than then person who writes and signs checks needs to reconcile the bank account. Vicki verified the reconciliations.

OLD BUSINESS: President's Award of Excellence will be discussed at the next meeting.

NEW BUSINESS: Ken suggested a donation of $100 to Down Syndrome Information Alliance in support of a request from Camilla Arnds. The board approved this donation.

ALA is looking to chapters to support Smile Foundation. Ken will provide more information to the Board via email to determine whether we will consider a donation or other support.

Ken discussed member concerns regarding the volume of emails and the concept of a chapter list serve to allow people to opt in or opt out of email. At this time the board will reinforce with members the email policy. The membership chair will include the policy in the information provided to new members.

Ken presented the "Law Firm Benefits Benchmarking Survey" provided by the Arlen Group. The Arlen Group would like SVALA to present this to our members as an alternative, or would like the chapter to consider partnering with them. The Board is not interested in participating at this point. Ken will contact the Arlen Group regarding the opportunity to advertise as a vendor.

BOARD MEETING MINUTES SUMMARY

Minutes of Board Meeting September 11, 2008

PRESIDENT'S REPORT AND ANNOUNCEMENTS – Ken notified the Board 2 SVALA members were losing their jobs and if anyone hears about any open positions, keep them in mind. ALA Headquarters is creating a separate membership category for the alumni.

DIRECTOR AT LARGE – Joelle handed out the list of salary survey participants. Friday, September 12th was to be the publish date but has been extended and will be completed, and out by Friday, September 19, 2008. Ken asked for a follow-up report on sales for last year and this year.

MEMBERSHIP – Jessica reported all membership directories have been sent out to all members.

PROGRAMS & EDUCATION – Kathy discussed the monthly location for the luncheons. The Board discussed the problems and concerns that some have with Casa Gardens and other venues for our monthly luncheons. A suggestion for Kathy to start looking at other venues for our monthly luncheons was made. Other suggestions included, making the November meeting a breakfast instead of a luncheon. Kathy suggested quarterly luncheons to increase turnout, since our monthly luncheon attendance has been very low. Board Members expressed concerns of losing touch with our members if we went to quarterly luncheons.

NEWSLETTER – Trish reported September 15th is the submission deadline for the newsletter. The next newsletter will include a CCW follow-up. Once the November luncheon is confirmed, Trish will update the information. The vendor spotlight for the upcoming issue is Pacific Storage.

WEBSITE DEVELOPMENT – Cindy reported the MPE event and conference in May have been added to the website.

COMMUNITY CHALLENGE WEEKEND (CCW) – Julie reported the CCW is scheduled for October 11, 2008. SVALA has 37 volunteers at this time. The total budget for the CCW is $1500.00. Julie requested that people call her if they have anything to donate. Craig was concerned that the funds we received from WEAVE from member's firms should not be used to purchase a table for the WEAVE gala. Craig suggested only the budgeted money from SVALA be used to purchase a table. Craig checked the last year's expenditures and confirmed that money donated by member's firms went directly to the charity. Ken made a motion to purchase a table for $1000 from budgeted SVALA funds, everyone agreed and the motion was approved.

MANAGING PARTNERS EVENT — Vicki presented names of two speakers for the MPE at the last meeting. The board agreed that we want a speaker that connects with all attendees, and someone with a little humor, so everyone can have a good time. A suggestion for a speaker was Jeff Mangrum with SST communications who spoke at one of our previous luncheons. Jessica suggested to review the speakers website to see who would work for us. Ken is concerned we are getting to close to the event to not have someone locked in. Vicki will go back and start over to research new speakers.

BOARD MEETING MINUTES SUMMARY

Minutes of Board Meeting September 11, 2008 (continued)

VENDOR RELATIONS ISSUES — Michele notified the board of anticipated low turnout for our educational seminar scheduled for September 18, 2008. Members have not responded whether they are attending. There are two vendors sponsoring the event and five vendors scheduled to attend. After lengthy discussion regarding the low turnout and confirmation that there was no signed contract for the speaker, Cindy and the Board decided to cancel the educational seminar for lack of participation.

Michelle suggested that the November luncheon topic be changed to 2009 labor law update, to extend the luncheon to two hours and have the speaker who is going to attend the educational seminar speak at our November luncheon. Michelle will work out with the vendors another function at a later date.

The Board expressed their disappointment regarding having to cancel the seminar for lack of participation by the members. Ken thanked everyone for all their hard work.

TREASURER — Craig handed out the Financial Reports dated August 31, 2008. Cash on hand is good compared to last year. Income Statement Year-to-Date April to August is $200 ahead. The difference from last year to this year is due to the scholarships, as $6,500.00 was paid out this year and last year we did not have the scholarship pay-outs. A motion was made to approve the Financial Statements and the motion carried.

OLD BUSINESS: President's Award of Excellence Updates: All sections were reviewed with everyone to find out what has been completed and what is left to be done.

CALENDAR HIGHLIGHTS

November

November 13, 2008

SVALA Board Meeting

Time: 5:30 p.m.
Location: Boutin Gibson, et al.

November 19, 2008

ALA Webinar

Time: 11:00 a.m. — 1:00 p.m.

Topic: Internal Controls: Does Your Firm Have Any?

Speakers: John D. Diehl Chief Financial Officer at Hangley Aronchick Segal & Pudlin

Joseph R. Flueckiger, CPP, Senior Vice President and Director of Corporate Security for City National Bank

November 20, 2008

Educational Seminar

Time: 8:00 — 10:00 a.m.

Topic: Labor Law Update

Speaker: Lisa Ryan
Cook Brown, LLP

Location: Hyatt Regency Hotel
1209 L Street

December

December 5, 2008

Holiday Luncheon

Time: 12:00 p.m.
Location: Esquire Grill

December 10, 2008

ALA Webinar

Time: 11:00 a.m. — 1:00 p.m.

Topic: Trends and Best Practices in Strategic Planning

Speakers: John N. Childers, consultant with Hildebrandt International

Terri Pepper Gavulic, Vice President Hildebrandt International

December 11, 2008

SVALA Board Meeting

Time: 5:30 p.m.
Location: Boutin Gibson, et al.

December 15, 2008

Deadline for Winter Newsletter Submissions!

CALENDAR HIGHLIGHTS

January

January 8, 2009

SVALA Board Meeting

Time: 5:30 p.m.
Location: Boutin Gibson, et al.

January 15, 2009

SVALA Luncheon

Time: 12:45 p.m.
Topic: TBD
Location: Casa Garden Restaurant

Mark Your Calendar!

February 19 — 21, 2009

Extraordinary Law Firm Conference

Location: Carefree, Arizona

March 11, 2009

Managing Partner Event

Time: TBD
Location: TBD