

Dec 2016 / Jan 2017
Vol. 2016, No. 6



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2017 – Tips to Ensure
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Partners in Business, Not
Just Business Partners

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2016 - 2017 ALAMN OFFICERS & DIRECTORS

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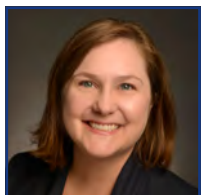
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ALAMN has adopted ALA's Mission Statement

To 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.

2016 - 2017 ALAMN COMMITTEES & SIGs

ALAMN COMMITTEES serve as liaisons between membership and the respective director, representing the ALAMN Board of Directors.

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ALAMN SPECIAL INTEREST GROUPS (SIGs) are educational forums specific to functional specialty. Special Interest Group (SIG) meeting attendees need not be ALAMN members.

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ALAMN CALENDAR OF EVENTS

DECEMBER 2016

| SU | MO | TU | WE | TH | FR | SA |
|----|----|----|----|----|----|----|
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

***PLEASE NOTE:**
SPECIAL INTEREST GROUP
(SIG) attendees need not be
ALAMN members

JANUARY 2017

| SU | MO | TU | WE | TH | FR | SA |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |

DECEMBER

- 1 ALA Webinar: Cyber Liability Insurance – What you Need to Know**
2:00 p.m.
Location: Best & Flanagan
- 6 Avenues for Homeless Youth Blessing Bags**
11:30 a.m.
Location: Robins Kaplan
- 7 Large Firm Administrators Meeting**
12:00 p.m.
Location: Foley & Mansfield
- 8 Diversity and Inclusion Committee Meeting**
8:30 a.m.
Location: Fredrikson & Byron
- 8 ALAMN Holiday Social**
4:30 p.m.
Location: Ling & Louie's

- 14 St. Cloud SIG Meeting**
12:00 p.m.
- 20 Facilities SIG Meeting**
12:00 p.m.
Location: TBD
- 20 Membership Development Committee**
4:00 p.m.
Location: Anderson, Helgen, Davis & Cefalu
- 21 ALA Webinar: Outsourcing: Choosing the Right Company**
2:00 p.m.
Location: Best & Flanagan
- 28 Communications Committee Meeting**
12:00 p.m.
Location: TBD

JANUARY

- 10 ALAMN General Meeting**
11:30 a.m.
Location: Fredrikson & Byron
- 17 Membership Development Committee Meeting**
4:00 p.m.
Location: Anderson, Helgen, Davis & Cefalu
- 20 CLM Study Group**
11:30 a.m. - 1:00 p.m.
Location: Merchant and Gould
- 26 Diversity and Inclusion Committee Meeting**
8:30 a.m.
Location: Fredrikson & Byron

FROM THE PRESIDENT OF ALAMN

By Sarah Didrikson, ALAMN President

I hope that everyone had a wonderful Thanksgiving and had an opportunity to spend time with family or friends. As we begin the last month of 2016 I am reminded how important it is to reflect on ways we can more intentionally express a sense of gratefulness to those with whom we interact. Showing gratitude to others is something that we should be mindful of throughout all aspects of our personal and professional lives.

Debbie Foster at the ALA Fall Conference shared that she is intentional with showing appreciation by having a box of cards at her desk that she uses to send a card every week to someone to demonstrate her appreciation to that person. Other ideas include buying five-dollar gift cards to handout to show your appreciation, provide a way for others at your organization to share appreciation or check-out some ideas on Pinterest on creative ways to show appreciation. The bottom line is that showing appreciation should not be limited to once a year and should be personal for that individual.

I challenge you to examine ways that you show appreciation for others in your professional and person life. I guarantee that you will also be blessed in the process.

**A person
who feels
appreciated
will always
do more
than what is
expected.**

Our chapter could not run as smoothly as it does without the many volunteers who serve in various capacities. I want to personally thank each person for volunteering on a committee or serving as a leader in the chapter.

Thank you for the many hours you have given to the organization!

Abby Rooney
Adam Barvels
Ann Entenmann
Becky Vaughn
Bob Jackson
Bree Johnson
Catherine Gorr
Cheryl Nelson
Cheryl Thompson
Chong Lee
Craig Wilson
Curtis Okerson
Darlene Downs
David Astramecki
Dawn Costa
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Ellen Drasin
Gloria Oanes
Greta Larson
Gretchen Luessenheide
Jennifer Lind-Sadow
Jessica Diede
Jessica Gerhardson
Jessica Johnson
Jim Schroeder
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Michele Brauch
Neil Simmons
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Faegre Baker Daniels LLP

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Office Manager
Rupp, Anderson, Squires & Waldspurger, PA

Susan Cyronek

Director of HR and Administration
Peterson Habicht

Julie Munneke

Director of Facilities
Briggs & Morgan, P.A.

And the next ALAMN Shining Star is... **Adam Barvels**

The Board is pleased to announce the selection of Adam Barvels as a Shining Star of our chapter! Adam is the Pricing Director at Robins Kaplan LLP and has been a member of ALAMN since 2015. Adam did not waste any time getting involved in the chapter. He is currently serving as co-chair of the Legal Project & Knowledge Management, Pricing and Process Improvement special interest group. Adam also presented at the October Small/Medium Firm committee meeting. His presentation was entitled *"Legal Project Management, Process Improvement & Knowledge Management – Where to Start?"* Thank you Adam for your contributions and commitment to the success of our chapter!



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ALAMN MEMBER HOLIDAY SOCIAL

When: Thursday, December 8, 4:30 PM – 6:30 PM

Where: Ling & Louie's 921 Nicollet Mall, lower level

Take a break from the busy holiday season and year-end projects at our members-only ALAMN holiday social on Thursday, December 8. Enjoy complimentary

appetizers and one drink at Ling & Louie's from 4:30 PM – 6:30 PM. There will be games (with prizes) and a drawing for a \$1,700 scholarship to the ALA Conference in Denver next year. There is no cost to attend the social, but please register at www.ala-mn.org.

FALL SOCIAL RECAP

Over 100 members and Business Partners attended the ALAMN 2016 Fall Social on October 13, 2016 at Jax Café. The location, food, and networking contributed to the

event's success. Sarah Hooper with Meyer & Njus, P.A. won the drawing for a \$2,000 scholarship to a 2017 ALA Conference from our 2016 Platinum Sponsor, Marco.



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COMMUNITY SERVICES COMMITTEE - COOK FOR KIDS

On Monday, November 7, 2016, ALAMN members and business partners had a great time preparing and serving dinner at the Ronald McDonald House located at 818 Fulton Street near the University of Minnesota. We served a delicious meal consisting of meat loaf, baked potatoes, vegetables, salad, and rolls with an ice cream sundae bar for dessert. The families and staff were very appreciative for this home-cooked treat.

Ronald McDonald House finds and supports programs that provide a caring community for families with seriously ill children while increasing children's access to health care services.

Thank you to the following volunteers who helped:

Dan Leavitt, Loffler Companies, Inc.

Sarah Evenson, Barnes & Thornburg LLP

Vicki Meyer, Gislason & Hunter

Cheryl Nelson, Robins Kaplan LLP

Lynn Rozell, Erstad & Riemer, PA

Tracy Smith, Smith, Gendler, Shiell, Sheff, Ford & Maher

Pat Stender, Cousineau McGuire

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COMMITTEES & SPECIAL INTEREST GROUPS

COMMUNITY SERVICE MEETING MINUTES

November 16, 2016 11:30-1:00

Robins Kaplan - 800 LaSalle Ave, 28th floor

Attendees: Pam Gerads, Kathy Hubbard, Sheila Johnson, Greta Larson, Cheryl Nelson, Tracy Smith, Pat Stender, Norma Thayer

1. Recap of events:

- October Fall Social – limited feedback from stickers but will continue wearing them to provoke discussion at future events
- November Cook for Kids – 7 volunteers, of which only 1 was a business partner. In the future, we might want to note that volunteers can come for part of the session if they can't stay for the entire event
- As part of outreach to members and business partners, committee members will identify and personally contact both groups to participate in upcoming events

2. Upcoming events:

- December 6th Blessing bags for Avenues for Homeless Youth – Greta and Kathy will ask business partners for monetary donations at their meetings tomorrow. We will also as a group email any items purchased so we don't double up on gifts for the bags
- January Sandwich Making event – Cheryl will determine a date where the large conference room is available at Robins Kaplan and send out an email

3. 2017 preliminary events:

- February 22, 2017 Simpson House Tater Tot Meal - Cheryl
- May Cookie Cart event - Tracy
- June 21, 2017 Simpson House BBQ - Norma
- October/November Ronald McDonald Meatloaf and Baked Potato Meal – Pat to schedule date
- TBD 3 Options for event at DAV (Disabled American Veteran) – Kathy
- TBD Senior Skyway Center event, Senior Holiday Gift Tree, or monthly birthday party for seniors – Cheryl
- TBD Dress for Success Group Suiting and Mock Interviews - Greta
- TBD March of Dimes Walkathon (or other walkathon) – Pam
- TBD Emergent is the new Platinum Business Partner. We will contact them on their charity of choice and highlight it at the March 7 annual conference

4. 2017 meeting schedule:

- Schedule the third Wednesday of every other month

5. Co-chair responsibilities (ALAMN leadership guide).

- Norma and Cheryl will prepare committee timelines and co-chair responsibilities that can be updated and shared as chairs change.

6. Next meeting is January 18, 2017 at Robins Kaplan, 800 LaSalle Ave, 28th floor

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COMMITTEES & SPECIAL INTEREST GROUPS - CONTINUED

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HR Committee

The HR Committee met on November 1 and was hosted by Tammy Warren at Fredrikson & Byron.

Denise Tataryn of Hellmuth & Johnson spoke to the group about FMLA, ADA, disability benefits and ERISA from the employee's perspective. She practices in the employment law area and represents clients regarding disability benefits and ERISA claims.

Denise reviewed the difference between FMLA and ADA. She also referenced Minnesota Statutes 62A.147/148 and 61A.092 which address COBRA coverage. Denise reminded us that Firms need to make sure that they are distributing SPD's for all ERISA plans. Also, when dealing with an ERISA claim, it is important to have all of the documentation collected and prepared during the claim process. It is just like preparing for a trial, but this should all be done before going to court.

If you are interested in joining the HR Committee please contact Kelly Thaemert or Kim Hansen.

Facilities SIG

The Facilities SIG met on October 18 at Gray Plant. They had a roundtable discussion on a variety of topics including green speakers, bottled water, client parking costs, employee parking contracts, e-certified mail, and fresh vending market options.

If you are interested in participating in the Facilities SIG, please contact Kelly Thaemert or Michele Brauch.

Financial SIG Group Meeting

The Financial Special Interest Group met on Thursday, November 10, at Best & Flanagan. In late September a survey was sent to the Finance SIG members requesting input on meeting frequency and format, increasing membership and participation, and providing ideas for meeting topics. The survey results were reviewed and discussed at the November meeting. Highlights are provided below:

- In 2017, meetings will be held the second Thursday in March, May, July, September, and November.

- A happy hour/social will be scheduled in April to celebrate the end of tax season.
- Suggestions for meeting topics include: inviting guest speakers to present on sales tax issues (software/maintenance, cloud computing).

The Finance Special Interest Group is in need of volunteers to host meetings in 2017 or to sponsor the April social. In addition, one of the co-chair positions is expiring in March. Anyone interested in any of these volunteer opportunities should contact Julie Zierden at jzierden@foleymansfield.com or Bob Jackson at rjackson@foxroth-schild.com.

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PLANNING FOR SUCCESS IN 2017 – TIPS TO ENSURE SUCCESS NEXT YEAR

By *ALL-STATE LEGAL*

Now that we are in the last quarter of the calendar year, there are some key things you should be planning to close out the year strong and set you, your team, and your firm up for a successful new year.

Planning for your firm's success begins with taking stock of where your firm has been, setting and tracking goals, and aligning focus and resources. Planning for your personal success begins with clearing out the clutter, approaching each day with a plan, and maintaining focus.

3 Tips for Planning Your Firm's Success

1. Take stock

First, spend some time reviewing what materials, initiatives, and programs you have launched so far this year. Did you accomplish all that you had planned? If not, what were the barriers? Do they still exist, and how can you remove those for next year? If you did, what made that possible? Did your planned activities provide the results your firm was expecting? If not, how can you affect change next year? If so, how can you continue to achieve these results next year?

Next, take stock – literally! – of your branded materials. Make sure your materials are still an accurate representation of your brand and your firm. Are you still pleased with the quality and consistency of your brand and message? If not, rewrite, request proposals, and update those materials in time for the first of the year. If so, review usage and inventory levels and reorder now to beat the New Year rush.

Finally, review your attorney bio pages, your firm's social network pages, and the social network pages of your attorneys. Are the images, voice, and tone of each consistent with each other and your brand message? Are your attorneys using LinkedIn and Twitter in the proper form? If not, write a user guide and do some training with your attorneys to get back on track before the end of the year.

2. Set reasonable goals

Prepare for next year by create a business plan with SMART (specific, measurable, attainable, realistic, and timely) goals. Your plan should include your firm's overall goals as the touchstone by which all other goals and actions will be filtered.

When it comes to creating your goals, the "less is more" rule should apply. The more goals you have, the less likely you will be able to focus your time and resources toward each goal – hampering success.

3. Align focus and resources

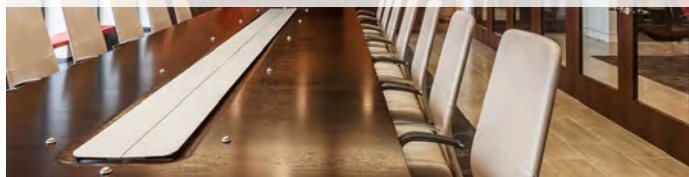
Your goals will provide you with a foundation for a business plan that will outline your vision, what you want to achieve and how you plan to get there. You can use this plan to measure success, plan the tactics you will use to achieve those goals, and create milestones your team can celebrate. Your business plan should spell out the activities that will support each goal. Include a breakdown of what will be continued, halted, and introduced, along with supporting reasons behind each. Be sure to include any cost-saving and business development incentives that will support these goals.

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PLANNING FOR SUCCESS IN 2017 – TIPS TO ENSURE SUCCESS NEXT YEAR

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The final quarter is the best time to talk with your team about your business plan and goals for the next year. By aligning your focus and resources now, you will have a clear understanding about where you will (and won't) devote your energy.

3 Tips for Planning Your Personal Success

Once you have a clear vision from the firm for next year, you need to live up to those expectations. Making simple tweaks in your day can help you achieve personal success that will translate into a healthier, less stressed you!

1. Clean out

Literally. Clean off your desk. Clean out your cabinets, bookshelves and knick-knacks. Get rid of files and other materials that you haven't looked at in the past 12 months. Do the same with electronic files. (Be sure to keep anything that you legally need to keep, of course!) Move things around your office or work area in order to give yourself a new perspective.

2. Plan for productivity

End each day by creating the next day's "to-do" list. Put it in priority order. Be sure to put the most challenging or important task first. Once this is achieved, your other tasks will be more easily managed. You will build momentum to keep achieving productivity for the rest of the day.

Remember to give yourself a reward after you finish your most challenging task. This will keep you feeling inspired, productive, and efficient. Your reward could be as simple as a fresh cup of coffee, a quick walk, or even 5 minutes of meditation before moving on to your next task.

3. Maintain focus

One of the most effective ways to set yourself and your team up for a successful day and year is to remain focused, clear, and calm. Having the touchstone of your firm's goals helps you maintain focus on what is important. Continue to filter all your to-do's through your firm's goals and filter out what does not align with the plan.

Other ways to maintain focus throughout your days include:

- **Stop procrastinating**

Once you begin to put off tasks, you will start to feel your energy wane and your productivity stall. This leads to a cycle of negativity, sluggishness, and ineffectiveness.

- **Stop multi-tasking**

Research shows that we are 25% more productive when we focus on one task at a time. You will get a far better result, create less stress for yourself and feel much more empowered as a result.

- **Stop checking email**

Constant checking of email disrupts your day more than you think. Turn off the notification sound and pop-up window to avoid being chained to email. Move your phone to a drawer or somewhere out of site to fight the urge to check notifications from social media, text messages, missed calls, and the like.

- **Start moving**

Moving is vital to having consistent energy, which of course feeds success. Give yourself short breaks away from your desk. A quick walk around the block will give your mind a rest, reinvigorate your whole system, and allow new ideas to come in. The best ideas often come when you are away from work and the computer, so put it in your schedule and do it!

Planning for success comes down to choices. By having a business plan with attainable and measurable goals, your firm will have a touchstone by which all other choices can be filtered. By setting up your day to be productive, you will have a filter by which you can make decisions about what is and is not important to achieve that day.

PARTNERS IN BUSINESS, NOT JUST BUSINESS PARTNERS

By: Sarah Evenson

ALAMN is blessed with amazing companies that support our organization year after year. While we call them business partners, they really are our partners in business. The business partners not only provide amazing resources to help our association conduct its business, they also are here to help our members grow and improve their own businesses.

So what does it mean to be an ALAMN business partner? If we look to the basic definition of the word partner as it is "a person who takes part in an undertaking with another or others, especially in a business or company with shared risks and profits." So why do these amazing companies choose to partner with ALAMN? Erin O'Kane and Jason

Biechler from Marco stated it most simply: opportunity. Opportunity not only to meet ALAMN members, but also to learn about their law firms, the challenges each of us faces on a day-to-day basis, and the opportunity to be a partner on future projects when the need arises.

Understanding members' issues and the challenges we face every day allows our business partners to be amazing allies in helping our businesses. Just one connection with the right partner can have an incredible impact on your business.

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PARTNERS IN BUSINESS, NOT JUST BUSINESS PARTNERS - CONT.

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Marco and many other business partners report their focus is on building relationships for the long run. Attending regular socials and other networking opportunities that ALAMN provides to connect with people is invaluable. It takes time to build a trusting relationship, and when members see the same business partner year after year, they know they are in it for the long haul. There is value and trust built with every interaction both big and small.

In talking with ALAMN members about the value they find in working with our business partners, it is clear they, too, value the trusted relationships. One member said, "I know that if I have a problem to solve, and I go to the ALAMN website to find a business partner to help me, they're going to make me look like a ROCKSTAR." In my personal experience, I have had an ALAMN business partner drop everything to help me out of a jam and go the extra mile to support me through a difficult transition very successfully. It is those types of partners that everyone needs to be successful.

It is simple: the business partners are here to help you, not sell you! They help ALAMN provide amazing educational events like our local ALAMN conference, and also help fund multiple scholarships for our members to attend ALA conferences across the nation. Moreover, the business partners want to help you win. Because a win for you is a win for them!

So how can you help our ALAMN business sponsors? Attend business partner events, ALAMN socials and networking events, spend time in the conference exhibit hall each year, or better yet give them the opportunity to bid on an upcoming contract or project. But the most simple way to show your appreciation is to answer your phone when they call and say thank you for your support next time you see a business partner. For our business partners to continue to support us, we need to continue to support them.



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ALAMN GENERAL MEETING – MARK YOUR CALENDARS!

When: Tuesday, January 10, 11:30 a.m.

Where: Fredrikson & Byron, P.A.

Topic: Humor in the Workplace

Speaker: C. Willi Myles “America’s Everyday Comedian”

We hope you can join us! Please watch the News Blasts and Website for more information to come.

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