

August / September 2024
Vol. 2024, No. 4



TECHNOLOGY

DON'T MISS:

Pg. 7

President's Column

Pg. 10

Inefficient Document
Management is Costing
Your Firm

Pg. 12

Considerations for Law
Firms Adopting AI
Technology

TABLE OF CONTENTS

EVENTS

- 8 34th Annual ALAMN Conference
- 14 Calendar of Events

MEMBERS

- 3 2024 - 2025 ALAMN Officers & Directors
- 6 ALAMN Organizational Table
- 18 ALAMN Chapter Meeting – Tips for Creating a Welcoming Environment for All
- 19 Welcome New ALAMN Members
- 21 ALAMN Shining Star - Nancy Lewer
- 22 Get to Know Your ALAMN Board

TEAMS

- 5 ALAMN Teams & SIGs
- 15 Community Service Team Event
- 16 Community Service Opportunity!
- 17 ALAMN Diversity, Equity, Inclusion and Accessibility Team (DEIA)
- 19 Small/Medium Firm Meeting (Virtual)

COLUMNS

- 7 President's Column
- 10 Inefficient Document Management is Costing Your Firm
- 12 Considerations for Law Firms Adopting AI Technology

MORE INSIDE

- 4 2024 ALAMN Business Partner Sponsors
- 19 Know your Legal Jargon
- 20 Business Partner Spotlight
- 23 Advertisers in This Issue

2024 - 2025 ALAMN OFFICERS & DIRECTORS

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Letters to the Editor

Letters to the Editor of *the Verdict* are welcome and can be e-mailed to Gretchen Luessenheide at gluessenheide@bgs.com. In your letter, please include your name, firm name, mailing address, daytime phone number, and e-mail address. Letters that do not contain full contact information cannot be published. Letters typically run 150 words or less and may be edited. Your letter may be on any topic. You will be contacted before your letter is published. Thank you.



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ALAMN Has Adopted ALA's Mission Statement

ALA is the premier professional association connecting leaders and managers within the legal industry. We provide extensive professional development, collaborative peer communities, strategic operational solutions, and business partner connections empowering our members to lead the business of law.

ALAMN TEAMS & SIGS

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

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HUMAN RESOURCES

open

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ALAMN SPECIAL INTEREST GROUPS (SIGs) are educational forums specific to functional specialty.

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If you are interested in serving as a co-chair for a Team or SIG, please contact Deb O'Connor (deboconnor12@outlook.com).



ALA's Career Center is a place to find a variety of articles and resources to help you develop your skills and enhance your career. Check out the featured article from Robert Half, "2022 Forecast: In Demand Practice Areas and Jobs," found [HERE](#).

ALAMN ORGANIZATIONAL TABLE FOR 2024

BOARD OF DIRECTORS

President: Vanessa Kahn

President Elect	Past President	Communications Director	Membership Director	Education Director	Administrative Director	Finance Director
Bernie Theis	Deb O'Connor	Jessica Johnson	Gayle Hildahl	Kim Motzko	Rebecca Doyle	Suzette Allaire

SERVICE TEAMS

(ALAMN Membership is required to participate; Regular ALAMN Membership is required to Chair; Service Teams work serves entire chapter)

Business Partner Relations & Conference	Diversity, Equity, Inclusion & Access	Communications & Social Media	Membership Development	General Education Meetings	Compensation & Benefits Survey
Catherine Gorr Kelly Thaemert	Kathy Hubbard Marie Harvat	Melissa Johnson	Joey Monson Chong Lee	Lisa Hellum Pete Tass	Laurie Greenberg Laurie Pearcy Phil Rush
	Community Service				
	Sarah Ptacek Nancy Lewer				

SECTION TEAMS

(ALAMN Membership is required to participate; Regular ALAMN Membership is required to Chair; Section Teams work serves sub-section of chapter membership)

	Large Firm Chief Officers	Small and Medium Firm	Human Resources
	Abby Rooney	Jeff Downes Tracy Smith	open

SPECIAL INTEREST GROUPS

(Non-members may participate; ALAMN Membership is required to Chair)

	Branch Manager	Facilities Management	Financial Management
	Jessica Johnson Samantha Tschida	open	open
Greater MN (formerly St. Cloud)		Intellectual Property (IP)	
Ann Entenmann		Val Studer Lisa Gentry	

ADMINISTRATIVE VOLUNTEERS

(Regular or Associate ALAMN Membership is required)

Also serves as:	Also serves as:	Newsletter Editor	Emerging Leaders Group	CLM Education Coordinator	Staff & Member Placement Coordinator (HR)
LPACC Liaison	Past President Liaison	Gretchen Luessenheide	Samantha Tschida	Tracy Overson	Tracy Smith
	Nominating Committee (chair)	Social Media			
		Melissa Johnson Jaffe Management			

8 Board Members; 7 Service Teams; 3 Section Team, 5 Special Interest Groups; 7 Administrative Volunteer Positions

PRESIDENT'S COLUMN - YOU GO TO UTAH, YOU STAY IN UTAH!

By Vanessa Kahn, ALAMN President



Summer is one of my favorite seasons: summer hours, summer adventures, the ALAMN Summer Social, and ALA Chapter Leadership Institute (CLI)! As an avid outdoor enthusiast, this is the season for fun in the water, cocktails on a patio, and late-night bonfires. In the office, things tend to be a little quieter and calmer.

A noteworthy technology event that took place this summer, that was anything but quiet, was the CrowdStrike computer update that disrupted more than 36,000 flights around the world that began on Friday, July 19 and continued to disrupt flights well into the following week. Earlier that morning, CrowdStrike, a cybersecurity company, notified all clients that they have pushed a bad update to systems worldwide which snarled up millions of Microsoft Windows devices. If your system had received this update, you would receive a Blue Screen and not be able to login.

The ALAMN board, as well as Minnesota business partners Affinity Consulting, ActionStep, and isolved were gathered in Salt Lake City Utah for the Chapter Leadership Institute when the disruption occurred. We became acutely aware, when the Starbucks located in the hotel lobby was unable to take payments via credit card! Due to the update mishap, the board was detained in Utah for 3 additional days. While this disruption affected personal social plans and caused undo stress with the uncertainty of returning home, our group stayed together and was able to make the best of the situation. We had additional bonding time, an opportunity to explore Park City, Utah, and an additional day to relax in some cool water in an outdoor pool.



CLI is an annual conference for ALA chapter board members and prospective board leaders to attend to strengthen leadership building skills, hold strategy planning sessions and idea exchanges. It is a collaborative environment with sessions lead by professional speakers, business partners, as well as tenured ALA members with expertise in all areas of chapter management. It is an uplifting and motivating conference. I always come away with new ideas and reassurance that the steps our board is taking are worthwhile and effective.



The Minnesota board is focusing on membership engagement this year and is working diligently to ensure that our 250 members and 40 business partners understand who and what the ALAMN community is and what it offers. We have stepped up our advertising and graphic efforts, we are taking more pictures of our events, and we are tracking our member participation in order to study our membership analytics. We strive to be more transparent and offer meaningful education and networking opportunities so that our members know ALAMN is where they need to be. Thank you to everyone for your participation and support of our community.



34TH ANNUAL ALAMN CONFERENCE

34TH ANNUAL ALAMN CONFERENCE - CONT.



September 19, 2024
 Hilton Minneapolis
 Downtown Minneapolis, MN
 8:00 AM — 6:00 PM

KEYNOTE SPEAKERS



Morning: **Liz Murray**
 Author, *Breaking Night: My Journey from Homeless to Harvard*
 Co-Founder of The Arthur Project

The child of drug-addicted parents who routinely ate from dumpsters and sought refuge at all-night subway stations to survive, Liz Murray was homeless at age 15 — and fending for her life. Determined not to be defined by her circumstances, she earned her high school diploma in just two years and won a scholarship to Harvard University. Murray is the subject of Lifetime Television’s Emmy-nominated original film, *Homeless to Harvard*. Today, as Co-Founder and Executive Director of The Arthur Project, she advocates for underserved youth and works to end generational poverty through relationship-based learning.



Lunch: **Jason Matheson**
 Host of *The Jason Show* on FOX 9 since 2015

Jason started his career at WCCO-TV as an overnight dispatcher and moved up to on-camera roles on FOX 9 before a successful run on My Talk 107.01 radio. Jason launched *The Jason Show* in 2015, and it has had two successful national runs. He is a five-time Emmy Award nominee and two-time winner. Jason believes that positivity and hard work pays off, and he is excited to share his successful life journey with ALAMN.

[continued on page 9]

continued from page 8

BREAKOUT SESSIONS



Spencer Smith — Co-Founder of AmpliPhi, a digital marketing & strategy agency
 Morning and afternoon sessions

- Session 1: Step-by-Step on Using AI to Improve Your Productivity & Efficiency
- Session 2: Twelve AI Tools You Need to Know



Penny Phillips — Shareholder at Felhaber Larson law firm

Penny practices exclusively in employment law and will speak on the new MN labor laws, including cannabis and employee safe & sick requirements.



Steve Best — Affinity Consulting

Steve will present: Don't Be Accidently Successful! How to Track, Understand and USE Core Financials and Productivity Reports.



Joan Bibelhausen — Executive Director of Lawyers Concerned for Lawyers since 2005

Joan will discuss the importance of mental health for attorneys, staff, and other professionals at law firms.



Kim Ess — CEO of Nilan Johnson Lewis, a mid-sized law firm.

Kim will present: Enough Old Hat! Freshen up Your Approach – Deliver Greater Value to Your Firm and Advance Your Career.



Danielle Davis Roe — Affinity Consulting

Danielle will present: Succession Planning for Legal Professionals – Attorneys AND Professional/Support Staff



Shayla Reeves — Reporter & Anchor at WCCO TV and author of *Echo in the Distance*

Shayla is a creative, deep thinker who loves to laugh and help others see the best of who they are.

In addition to all these fabulous speakers there will be:

Community Service — Assemble personal care bags for Agate Housing + Services

Happy Hour — Win amazing prizes!

Business Partner Exhibition Hall — Connect and Network with our amazing Business Partners!

Larger space on the third floor of the Hilton to improve exhibit hall flow.

Hotel rooms available for out-of-town attendees.

[Click here to register for the conference.](#)

INEFFICIENT DOCUMENT MANAGEMENT IS COSTING YOUR FIRM

By Affinity Consulting

Does your law firm struggle with inefficient document management, leading to wasted time, lost documents, and frustrated clients? These inefficiencies impact productivity and compromise the quality of service your firm provides.

Implement a strategic approach to legal document management to transform your firm's operations and elevate your client experience. Let's explore the six crucial steps to achieve this transformation:

1. Identify the documents that your firm uses regularly.

Before you can effectively streamline your document management process, you need to understand the landscape of your firm's documentation. Start by conducting a comprehensive audit of your document inventory. This involves identifying the types of documents your firm uses frequently, such as contracts, agreements, client intake forms, legal briefs, correspondence, and more. When you gain clarity on the range of documents you handle regularly, you can tailor your management approach to suit your specific needs.

2. Make digital document templates.

Transitioning from traditional paper-based documents to digital templates is a pivotal step towards efficiency

and consistency. Invest time in creating standardized templates for the various types of documents used in your practice. Whether it's contracts, letters, or forms, digital templates ensure uniformity in formatting and language and simplify the process of document creation and editing. Establishing a library of digital templates empowers your team to work more efficiently while reducing the likelihood of errors and inconsistencies.

3. Allow your clients to sign documents digitally.

The ability to sign documents remotely is a game-changer for both legal professionals and clients. Integrate electronic signature capabilities into your workflow to facilitate seamless document signing from anywhere, at any time. Platforms like DocuSign or Adobe Sign offer secure and legally binding electronic signature solutions, eliminating the need for physical meetings and paper exchanges. Allowing your clients to sign documents digitally enhances convenience, speeds up processes, and demonstrates your commitment to modern, client-centric practices.

[continued on page 11]

INEFFICIENT DOCUMENT MANAGEMENT IS COSTING YOUR FIRM - CONT

continued from page 10

4. Create a centralized legal document storage system.

Gone are the days of rifling through stacks of paper or searching through countless folders on disparate drives. It's essential to establish a centralized storage system for all your legal documents for efficient document management. Whether you opt for on-premises solutions or embrace the flexibility of cloud-based platforms, ensure that your chosen system is accessible to authorized personnel anytime, anywhere. By consolidating your document storage, you enhance security, streamline collaboration, and simplify the process of document retrieval.

5. Use a document management system to keep everything in one place.

While a centralized storage system is a significant step forward, investing in a dedicated document management system (DMS) to take your efficiency to the next level. DMS platforms are tailored specially to the needs of law firms and offer advanced functionalities such as version control, metadata tagging, and robust search capabilities. With features designed to optimize document organization and retrieval, a DMS ensures that everything you need is readily accessible within a single, integrated environment.

6. Standardize your legal document management process across your entire firm.

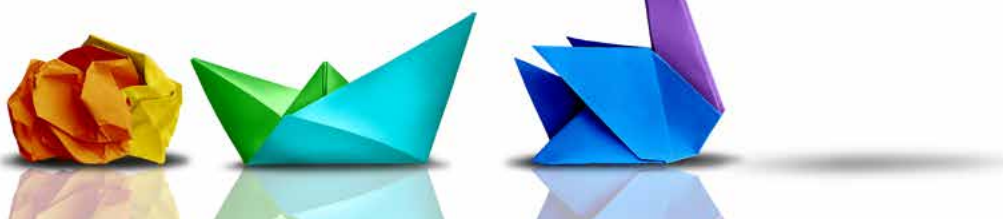
Consistency is the cornerstone of effective document management. Develop standardized procedures and protocols for document creation, storage, and retrieval to yield lasting results. Establish clear guidelines regarding naming conventions, folder structures, version control practices, and access permissions. Invest in comprehensive training for your team to familiarize them with these protocols and equip them with the necessary skills to adhere to best practices. This will instill a culture of standardization and accountability and ensure uniformity and efficiency across your firm.

Follow these six steps and you can transform your firm's document management process from a source of frustration and inefficiency into a well-oiled machine. With the right strategies and tools in place, you'll not only save time and resources but also enhance collaboration, mitigate risks, and deliver a superior client experience.

Are you ready to take your firm's document management to the next level? [Contact Affinity Consulting](#) today for personalized guidance and support. Our team of experts will help you implement tailored solutions to optimize your document management process and drive your firm's success.

At Affinity Consulting Group, we work hand in hand with our clients to help them build a healthier firm. We help you to think differently about your processes and how you get your work done. We help you find solutions that fit your firm to help you work smarter and increase productivity. In the end, the things we help you implement will increase your firm's overall profitability. [Request a consultation](#) to learn more.

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CONSIDERATIONS FOR LAW FIRMS ADOPTING AI TECHNOLOGY

By Ivionics

Finding the proper artificial intelligence (AI) application for your law firm can seem overwhelming if you need help figuring out what's out there, what to consider, and how to get started. AI can offer many opportunities and some challenges to your law firm. Integration can enhance efficiency and client services, but careful implementation and ethical considerations are essential for success. When integrating AI models into your workflow, learn the best practices to keep them secure and which models suit your firm's needs.

Benefits & ethical implications

AI can solve many of the everyday challenges faced by law firms. These benefits include reducing the time spent researching cases, managing and reviewing documents, saving money, standardizing processes, managing information overload, improving communication with clients, and meeting deadlines.

Law firms may find AI helpful in solving many day-to-day challenges. Still, it has consequences, such as bias, fairness, privacy, confidentiality, professional competence, oversight, compliance with regulations, transparency, accountability, liability, access to justice, equity, and unintended consequences.

Generative AI vs. Traditional AI

Generative AI differs from traditional AI because it creates new content rather than data analysis. Despite generative AI's strengths, it may pose greater risks. As a result, its automated content creation relies on machine learning to predict and create content based on human input. Because preprogrammed algorithms and rules are used for specific tasks, the traditional AI model poses fewer risks. Generative AI lacks transparency because of its complex learning algorithms. Generative AI products have potential downsides, such as bias and discrimination, misuse, and malicious applications. Our blog, "[AI Chatbots and The Risks to Law Firms](#)", discusses the risks associated with generative AI applications.

[continued on page 13]

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CONSIDERATIONS FOR LAW FIRMS ADOPTING AI TECHNOLOGY - CONT.

continued from page 12

Getting started

Several factors should be considered before implementing AI applications in your practice. Considering these factors will minimize law firm risk and protect your data.

- **Know your firm's requirements:** Your practice may require you to follow specific regulations and standards, whether they are location-specific or industry-relevant, or you are required to follow regulatory standards by your clients.
- **Manage your data properly:** Data governance is crucial whether you use a traditional or generative AI application. Your firm needs a well-organized, quality-controlled dataset to use artificial intelligence effectively.
- **Establish appropriate controls:** Protect your organization's data and user access.
- **Create a whitelist:** Add non-restricted sites and applications and exclude restricted ones to your firm's whitelist.
- **Implement policies:** Create and secure upper management approval for an AI policy that integrates into your law firm's Acceptable Use Policy. Employees must read, accept, and abide by firm policies.
- **Manage firm risk & compliance:** A GRC system should be used to maintain policies, assess risks, control user access, and ensure compliance.
- **Employee application training:** Train employees to ensure compliance and efficiency when using AI applications.

Success begins with understanding AI and your options and establishing the proper framework. Whether you are a seasoned professional or just starting, the wealth of resources available can help you navigate the ever-evolving landscape of technology. You can make strategic decisions that drive growth and innovation by staying informed and continuously expanding your knowledge. Embrace the power of AI and take proactive steps to secure your digital environment, ensuring that you are well-equipped to face the challenges and opportunities of the future. Remember, the journey to success is a continuous process of learning and adaptation, and with the right tools and mindset, you can achieve remarkable results. Learn more about AI, cybersecurity, software applications, and training at ivionicslegal.com.



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ALAMN CALENDAR OF EVENTS

COMMUNITY SERVICE TEAM EVENT

AUGUST

SU	MO	TU	WE	TH	FR	SA
28	29	30	31	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 United Way Action Day**
2:00 pm – 4:00 pm
Target Center
- 13 HR Team Meeting**
12:00 pm – 1:00 pm

***PLEASE NOTE:**
ALAMN MEMBERSHIP IS REQUIRED to attend Team and SIG meetings.

SEPTEMBER

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	1	2	3	4	5

- 12 Community Services Team Meeting**
2:00 pm – 3:00 pm
- 19 2024 ALAMN Education Conference**
8:00 am – 5:30 pm
Hilton Minneapolis
- 19 Community Service Event**
3:00 pm – 5:00 pm
Hilton Minneapolis

Greater Twin Cities United Way is bringing together community members and volunteers for its annual Action Day initiative.

This year's event will be hosted by the Minnesota Timberwolves and the Minnesota Lynx at Target Center.

Please join our ALAMN Community Service Team volunteer group on Thursday, August 1 from 2:00 – 4:00 pm at Target Center to pack backpacks full of school supplies and help 45,000 students return to school this fall with what they need to thrive in the classroom and beyond.

Register here! [2024 - August - Community Service: United Way Action Day](#)

Contact Sarah Ptacek or Nancy Lewer with questions: sptacek@hensonefron.com and nancy.lewer@saul.com.



ALA was founded in 1971 to provide support to professionals involved in the management of law firms, corporate legal departments, and government legal agencies. Learn more about ALA HERE.



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COMMUNITY SERVICE OPPORTUNITY! SEPTEMBER 19, 2024



Coming this Fall at the 2024 ALAMN Educational Conference, ALAMN and the Community Service Team invite you to join us in supporting **Agate housing + services** by donating supplies for and helping to assemble some Personal Care-About You Bags which will be donated to Agate and then disbursed to the people they support.



Agate housing + services is now one of the largest service providers in Minnesota. Their mission is to break the cycles of generational poverty and homelessness through a continuum of services such as street outreach, temporary shelter, and support towards housing stability.

What you can do before the Conference:

- ✓ **Donations** are needed to *fill* the **Bags**:
 - First, we are looking for a donation of 250 reusable bags in which to present the other items. These are much appreciated by their community.
 - Second, for in the bag:
 - Handwarmers/gloves – winter will be coming
 - Electrolyte or protein powder packs – easily added to water
 - Roll of quarters or a bus token
 - Gift cards for Target or Walmart, or even a coffee shop – as a treat. \$5 increments per bag
 - Personal Care: This is the bulk of the donation
 - Travel size/single use:
 - Shampoo, especially for textured hair
 - Bar soap
 - Toothpaste & toothbrush
 - Non-alcohol based mouthwash
 - Deodorant

- Razor and shaving cream
- Comb
- Finally, we will have supplies so that we may each personalize the bags we assemble with a small, simple note inside.
- ✓ **Assemblers** are needed to *pack* the **bags** on Thursday, September 19, 2024 at the 2024 ALAMN Education Conference at the Hilton Minneapolis. No Sign-up needed. If you are at the Conference, please stop by at the end of the Conference to attend.
- ✓ **If interested in donating items or funds**, please contact Tracy Smith at Smith Gendler: 612-332-1000 or tsmith@smithgendler.com. Drop off donations anytime between now and September 6th to Tracy Smith at Smith Gendler or contact her for pick-up.

Go to: <http://www.ala-mn.org/events> for more details

ALAMN DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY TEAM (DEIA)

The ALAMN Diversity, Equity, Inclusion, and Accessibility (DEIA) Team is pleased to spark conversation and action that improves diversity, equity, inclusion, and accessibility in our communities.

Community Presentations

During the fall 2024 term at North Hennepin Community College the ALAMN DEIA Team will be doing a legal career presentation. Keep your eyes open for updates on this and other presentation opportunities that are lining up.

If you have any questions regarding the DEIA Team or suggestions for speakers for DEIA presentations or otherwise want to get involved, please email DEIA co-chairs Kathy Hubbard (khubbard@fwhtlaw.com) or Marie Harvat (mharvat@solotofflaw.com).

August Observances, Holidays, Celebrations, and Commemorations

In August, we recognize and highlight the following. This list is not exhaustive, let us know who you are celebrating. See also the [ALA 2024 Heritage and Cultural Celebration Calendar](#).

National Civility Month

August is National Civility Month, founded to help the world remember to treat others with kindness, empathy, and respect.

- August 9 — International Day of the World's Indigenous Peoples
- August 18 — Hungry Ghost Festival or Zhongyuan Festival, a Chinese holiday to honor dead ancestors and appease other spirits.
- August 26 — Women's Equality Day
Women's Equality Day commemorates the August 26, 1920 certification of the 19th Amendment to the U.S. Constitution that gave women the right to vote.

September Observances, Holidays, Celebrations, and Commemorations

In September we recognize and highlight the following. This list is not exhaustive, let us know who you are celebrating. See also the [ALA 2024 Heritage and Cultural Celebration Calendar](#).

National Suicide Prevention Month

September is [National Suicide Prevention Month](#) as a time to unite to advocate and promote suicide prevention awareness.

Hispanic Heritage Month (September 15-October 15)

[Hispanic Heritage Month](#) corresponds with Mexican Independence Day, which is celebrated on September 16, and recognizes the revolution in 1810 that ended Spanish dictatorship.

- September 2 — Labor Day
- September 6 — Ganesh Chaturthi
Ganesh Chaturthi is a Hindu holiday when Ganesh is praised and given offerings.
- September 23 — Bi Visibility Day
- September 26-27 — Eid Milad-un-Nabi
Eid Milad-un-Nabi is an Islamic holiday commemorating the birthday of the prophet Muhammad.
- September 27 — Native Americans' Day

Some Technology DEIA-Related Resources

[Guidance on Web Accessibility and the ADA](#)

Fact Sheet: New Rule on the Accessibility of Web Content and Mobile Apps Provided by State and Local Governments

[Technology and Disability Rights: Accessibility, Not Disability, Is the Problem](#)

ALAMN CHAPTER MEETING – TIPS FOR CREATING A WELCOMING ENVIRONMENT FOR ALL

By Tracy Overson

On Wednesday, June 26, 2024, ALAMN members enjoyed a wonderful and informative presentation by Hannah Edwards from OutFrontMN, Minnesota’s largest LGBTQIA+ advocacy organization. Through the 2SLGBTQIA+101 training, members learned the importance of gender identity, sexual orientation terms, pronoun respect, and allyship in creating inclusive environments.

As can be found by accessing the materials provided by Hannah via the link below, some steps we can take to make all feel welcome and comfortable include:

- Continue to learn and listen from different perspectives
- Recognize and validate the impacts of oppression
- See people and situations through an intersectional lens by considering how various aspects of a person’s identity, such as race, gender, sexuality, and class intersect and overlap to shape one’s experiences
- By placing visual signs and safety cues in our environments, using pronouns in email signatures, and the placement of materials depicting differences amongst individuals
- Avoid assumptions based on a person’s appearance, their partner’s gender, past dating history, etc.

One of the most common situations you may find yourself in is how to address an individual. Ask people how they wish to be addressed. By name? By pronouns? Be respectful of their wishes and address them as such.

Should you catch yourself making a mistake when addressing someone, own your mistake, correct yourself, and move on. Keep it brief, elaborating only makes the other person uncomfortable.

Should you find yourself being corrected by someone, thank them, correct yourself, and move on.

Should you catch someone else making a mistake, interrupt them with a quick correction. By doing so, you are showing respect for the other person and validating who they are.

To learn more information about creating welcoming spaces, please visit: <https://sites.google.com/outfront.org/outfrontmnleavebehind/home>

To learn more, or to get involved with OutFrontMN, please visit: <https://www.outfront.org/>



PLEASE WELCOME OUR NEWEST ALAMN MEMBERS

Erik Furness
Firm Administrator
Meshbeshier & Spence, Ltd.

Tami Groehler
Finance/Operations Manager
Quinlivan & Hughes, P.A.

Jenny Holien
Administrator
Yost & Baill, LLP

Karen Levinskas
Firm Administrator
Maser Amundson Boggio, P.A.

Philip Nelson
Firm Administrator
Lommen Abdo

SMALL/MEDIUM FIRM MEETING (VIRTUAL) - THURSDAY, OCTOBER 17TH 2024

Guest Speaker: Representative from Lawyers Concerned for Lawyers (LCL)

LCL provides support to all legal professionals regarding any issue causing stress or distress.

Presenting **Holiday and Winter Blues** — signs to watch for and resources to help ALL of the legal professionals in your office through the next six months and beyond.

The presentation will be followed by a question-and-answer session, so come with your best questions queued up. Or take a moment to email Joan Bibelhausen at jbibelhausen@mncl.org with any questions, topics, or sources of stress that you would like to have addressed at this meeting.

- 11:30 to 12:00 Sign-in and catch up
- 12:00 to 12:30 Presentation
- 12:30 to 01:00 Q&A

CLICK [HERE](#) TO REGISTER.

KNOW YOUR LEGAL JARGON

Supra - Latin for “above.” Used in citations to refer to a source cited previously in the document. Not to be confused with “Id.,” which is short for “identity” or “identification,” and refers to the immediately preceding citation.



BUSINESS PARTNER SPOTLIGHT: GREGG EASTIN, LOFFLER

COMPANY INFO

Tell us any cool/interesting facts about your company

Jim and Darcy Loffler started Loffler Companies in their garage in 1986.

What is your role in the company?

Strategic Account Executive, Legal Solutions

How long have you been involved with ALAMN?

Since 2001

How can we spotlight your business the best?

We are a Minnesota based, Family-Owned IT Solution/Office Technology partner that is industry leading in all areas of our business. We have been dedicated to legal since our inception.

LOFFLER

Protect Your Firm with Top-Tier Managed IT & Cybersecurity Solutions

- Dedicated IT support team
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PERSONAL INFO

What is your favorite movie?

Too many to pick one. I prefer comedies or movies based on true stories. *Dumb and Dumber* is up there... 😊

What are you currently reading?

I won an award my senior year of high school for the least amount of books checked out from the library... 1 book in 4 years. It was a *Garfield* comic strip book. The Librarian did not smile when she presented me the award. I still do not like reading.

What is the last vacation you took?

To Cabo with my wife. It was fantastic. We were on the 10th floor of the resort and never took the elevator. It was just a quick goal we set and stuck with it the entire time we were there. It wasn't easy at times.

What is your favorite way to spend free time?

I love to build things, so any project is fun for me. I also enjoy golfing with my family or being on or near a lake.

If you could learn a new skill, what would it be?

I do a lot of woodworking projects, but would love to have the time and a shop setup to be much better at it.

ALAMN'S SHINING STAR

The ALAMN Board is very pleased to announce that Nancy Lewer has been selected as the Shining Star for the MN Chapter!



Nancy Lewer is the Office Manager for Saul Ewing LLP's Minneapolis Office. Nancy joined the Firm in 2019 as a Practice Assistant and played an integral role in opening the Minneapolis office. Her natural sense

for business operations and people management led her to take over the general management of the local office. Throughout her legal career, Nancy's ongoing interest in continuing her legal and management education and professional development has equipped her to oversee the office's operational, facilities, and staff management. She approaches her job as if it were a puzzle – and each day she strives to creatively and efficiently arrange the many different pieces.

Nancy became a member of ALAMN in 2021. She currently co-chairs the ALAMN Community Service Team and is a member of ALAMN's DEIA Team. Volunteering and giving back to our community are passions of hers. Her mom was an immigrant and

single mom, and Nancy witnessed first-hand what services and support can do for those in need and the difference it can make when individuals have access to such resources through work and the generosity of organizations like ALAMN. Nancy also appreciates the networking and local peer resources that she has been able to access through the organization.

Away from work, Nancy enjoys spending time with her husband, Simon, and two young children, Leo and Lucette – cooking, crafting, and enjoying lake life.

Nancy's Favorite's and Fun Facts:

Favorite meal/restaurant: Soft eggs and lobster at Bar La Grassa

Favorite Vacation Destination: Hawaii

Binge Worthy TV: *True Detective*

Hobbies: Cooking and crafting with my kids

Favorite books: Non-fiction/true crime

Ideal Place to Retire: I love Minnesota – I wouldn't retire anywhere else.

Random Fun Fact: I was a competitive cheerleader and coach for many years.

GET TO KNOW YOUR ALAMN BOARD

ADVERTISERS IN THIS ISSUE

Do you play any musical instruments?

Vanessa Kahn, President

I play the violin. I started the Suzuki Violin Method at age 3 and played through college in orchestra and as a soloist.

Deb O'Connor, Past President

Sadly – no. Three different times in my life I have signed up for lessons to no avail.

Bernie Theis, President-Elect

No, but I wish I did.

Rebecca Doyle, Administrative Director

I used to play the flute and piano but don't currently play any instruments.

Jessica Johnson, Communications Director

I play the piano.

Suzette Allaire, Finance Director

None 😊.

Gayle Hildahl, Membership Director

Piano.

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10	Affinity Consulting Group
12	ProCirrus
13	Emergent Software
15	Alerus ProCirrus
18	Fluid Interiors - Haworth
20	Loffler Companies Inc.
23	Atmosphere Commercial Interiors



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