

Meeting Minutes of
the South Carolina Chapter of the
Association of Legal Administrators

Location: The Clarion Townhouse, 1615 Gervais Street, Columbia, SC
Date: February 18, 2010
Time: 10:30 a.m.

President Kim Maddux called the meeting to order at 10:30 a.m.

A. Kim welcomed everyone. Before beginning the program, Kim asked Clark Reifsnider for a few comments regarding SCALA's sponsored speaker at the recent SC Bar Convention. Clark provided a brief overview of the program and Jim Durham's, our speaker, credentials and background. Clark indicated that SCALA purchased a copy of Mr. Durham's publication, "The Essential Little Book of Great Lawyering", for each attendee. Additional copies are available for purchase from SCALA for \$5.

B. Kim recognized Dale Ducker, Acumen IT, as one of our Gold Business Partner sponsors and requested his assistance in introducing the speaker. Mr. Ducker opened the program with a brief overview of his position and his company, Acumen IT. He introduced the speaker, Adriana Linares of LawTech Partners who presented "The Legal Administrator's Guide to Better Email Management With Outlook".

C. At the conclusion of the program, Kim announced that February is ALA Nominations Month. She indicated that this year's Nominations Committee for the chapter consisted of herself from Columbia, Shawn Payment from Charleston, and Clark Reifsnider from Greenville. Recommendations from the Nominations Committee for 2010-2011 were:

President	Jane Todd
President-Elect	Clara Godshall
Treasurer	Heather Niemi
Secretary	Julie Tuzzolino

Kim opened the floor for nominations. There being no nominations from the floor, Kim moved that the slate of officers be accepted as proposed. The motion was seconded. The motion carried with none opposed.

Kim then recognized additional members who have volunteered to serve on the Board in varying capacities:

Program Chair	Teresa Powers
Bar Relations Chair	Clark Reifsnider
Vendor Relations Chair	Carol Cummings
Webmaster/Newsletter Editor	Shawn Payment
Directors At Large	Brenda Stewart, Rhonda Amick, Larry Mack

Kim stated all positions would take effect at the next meeting on Wednesday, April 14, 2010. Registration for that meeting begins at 2:30. The swearing in ceremony will take place

prior to that day's presentation. Barbara Seymour from the SC Bar Office of Disciplinary Counsel will speak on "Ethical Issues in Marketing Your Law Firm". That presentation will be followed by our own Brenda Stewart who will discuss what works and what doesn't in law firm marketing.

D. A drawing was held for 2, \$1800 scholarships for the upcoming ALA Annual Conference in Boston, MA, May 3-6, 2010. Winners were Nancy Propst and Shawn Payment. Alternates were Larry Mack, Joanne Moody, Margaret Glassman, and Kim Maddux. Kim indicated that the deadline for early bird registration is February 26, 2010, and the winners were encouraged to let Kim know their plans to attend as soon as possible so that appropriate arrangements could be made. Darryl Lanier of DTI asked to be recognized. He distributed invitations to the winners to a special event sponsored by DTI in Boston and likewise invited other members planning to attend.

The meeting adjourned to lunch at approximately 12:20 p.m.