

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

Location: Columbia Metropolitan Convention Center, 1101 Lincoln Street, Columbia, SC
Date: August 19, 2010
Time: 2:30 p.m.

President Jane Todd called the meeting to order at 2:30 p.m.

A. Jane welcomed everyone to the meeting and announced the speaker: Richard Nigon, CLM, who is the Chief Financial Officer of Robins, Kaplan, Miller & Ciresi, LLP in Minneapolis, Minnesota. Jane also recognized Mike Shea of the Thaxton, Barclay Group as the business partner representative in attendance at the meeting.

B. Mr. Nigon gave a PowerPoint presentation and discussion of cutting costs without negatively impacting your firm. Topics included managing different types of expenses and strategies for same, consequences both negative and positive regarding the impact of cuts, and lessons learned from his firm's experiences.

C. The meeting adjourned to the Chapter Annual Vendor Fair at 3:45 p.m.

D. The Chapter Annual Vendor Fair was held from 4:00 pm to 6:30 pm.