

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

Location: Nelson Mullins, Columbia office  
Date: June 21, 2011  
Time: 3:00 pm

Call to Order: President Clara Godshall called the meeting to order at 3:00 pm

- A. Clara Godshall welcomed everyone to the meeting. She introduced 2 new members:
- Michelle Holmes – Gaffney Lewis & Edwards
  - Susan Patton – Nexsen Pruet
- B. Clara reminded everyone about the August 18, 2011 Educational Session and 11<sup>th</sup> Annual Vendor Fair and that Larry Smith would be the speaker.
- C. Clara gave a big “thank you” to Shawn for his excellent work on the SCALA website and the newsletters.
- D. Clara then introduced each speaker who made a presentation based a topic of interest from their attendance at the 2011 National ALA Conference in Orlando, FL.
- Rhonda Amick – *Critical Issues Facing Law Firms: Trends & Progressive Solutions to Your Challenges*
  - Clara Godshall – *Behavioral Interviewing: Hire and Retain the Right People for Your Firm*
  - Teresa Brookshire – *Wellness Programs*
  - Angie Black – *It’s Okay to be the Boss*
  - David Constantine – *Panel Discussion of Managing Partners and Administrators*
  - Amanda Koehler – *75 Financial Tips*
  - Carol Cummings – *The Corporatization of Law Firms: Modern Management Practices*
  - Shawn Payment – *Outlook Calendaring Tips*

Each presenter provided excellent information on very relevant law firm topics.

- E. Clara thanked all the presenters and dismissed the meeting to the vendor reception that followed.