



# CROSSTALK

Central Florida Chapter of the Association of Legal Administrators

July-Sept 2017



## Socializing Teaching & Achieving Real Success

Why did you join the Central Florida Chapter of the Association of Legal Administrators?



At the Board Transition Retreat

There is so much that we have to offer. The Association of Legal Administrators (ALA) was formed in 1971 to provide support to professionals involved in the management of law firms, corporate legal departments and

government legal agencies.

Did you know that being a member counts towards your HRCI Certification requirements? Many of the speakers at our meetings will help you earn CLM credits too.

What do you like to do? Where do you think your skills would help our organization most? There are committees that can always use an extra volunteer.

Like any organization, the more you put into CFCALA,

the more you will get out of it. Come to the monthly meetings and special events. Take advantage of the study groups and small group meetings that are centered around your needs.

Our Quarterly Newsletter only gives you a glimpse into what is available for you. Be sure to check out the website (<http://cfcala.org>) and join in on the meetings for a full picture of all we have to offer. ■

## What a great START for the 2017-18 year!

By Rose Hutchinson, Chapter President



We have added two new members – Welcome to **David Kendall, COO at Cobb & Cole, P.A.** in Daytona Beach and



Bring a prospective member to our September Luncheon for a chance to win a cash prize!



**Maryann Thomas, Firm Administrator from Sloane & Johnson, PLLC** in Orlando. And one member who is returning to the group. Welcome back, *Carla Farr!*

Our membership committee is also working to recruit Student Members this year.

Our Board has many new faces on it this year and it's been very exciting to have the new ideas and to see all the great work everyone is doing to move the Chapter forward. Thank you to them as well as our returning Board members. It's so great to have the wisdom and guidance necessary from those who've served in previous years.

Our second **Business Partner Appreciation** event was so much fun with much laughter while everyone was trying their best to remember the random information that is stuck in their brain for our first ever Trivia Night at Ferg's Depot. Thank you to

**Sheila Sullivan** for making this event a huge success!

Our upcoming meetings and events for the rest of 2017 are going to be so great and you won't want to miss out!

**August Chapter Meeting – Marijuana Legalization and How it Impacts your Business** by Michael R. D'Lugo, Partner at Wicker Smith

**September Chapter Meeting – "What's Hot and What's Not in the Legal Profession in 2017"** by Elena Lopez –Lee, ALA Region 2 Representative. This will also be our *Fill The Chair* meeting and those that bring a prospective member, will be in a

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## What a great STArT for the 2017-18 year!

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drawing for a cash prize!

**October is our PLMW event** where we celebrate ourselves and honor those who've been selected for our CFCALA Professionalism Award, our Rising Star recipient, and watch your email for an announcement about a special award presentation!

**November is our Managing Partner Breakfast and Associate Luncheon** with John Remsen Jr., founder of The Remsen Group as our speaker. Managing Partners will learn about 'Current Issues, Trends and Challenges Facing Today's Law Firms and What they Are Doing about it!' The Associates will explore 'The

Art of Marketing & Business Development.'

**December is our ever popular Holiday Luncheon.**

Please join us for these upcoming meetings to learn something new from the speakers, to network and to socialize with this great group of colleagues. ■

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## Membership Update

By Maureen McArdle, Membership Committee Chair

What do Baker Hostetler, Cobb Cole, Cru Legal, Rumberger Kirk & Caldwell, Schwam-Wilcox, Holland & Knight, Foley Lardner, Sloan-Johnson and Shutts & Bowen have in common?

All of their administrators/office managers have joined our chapter this year. These

firms value the knowledge, camaraderie and educational opportunities that our Chapter offers.

Please join me in welcoming: *Beth Kallio, Allyson Bisland, Judy Harris, Sally Hauer, Debbie Wittig, David Kendall, Kathy Molheim, Debbie Pearce and Maryann Thomas.*

If you would like more information you will find it on our chapter website under the member directory area. Be sure to check out the New Member Spotlight section, you will find out some interesting things about our newest members. ■

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## Our Business Partners

By Sheila Sullivan, Business Partner Relations

Special thanks to our Business Partners for playing along last week in our first ever Trivia Night. We had a great turnout, and look forward to playing again next year!

We have sponsorship opportunities for member luncheons for the months of August and September this year, and January 2018 for \$500. Contact Sheila Sullivan at

[sheilasullivan@ruggierilawfirm.com](mailto:sheilasullivan@ruggierilawfirm.com)

Please support our business partners, as they are part of our organization.

**Managing Partner Breakfast Sponsor:**  
[SunTrust](#)

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*Trivia Night  
First Place Winning Team*



# Lynn Osteen Wolfe Scholarship Winners

By Georgette Freid, Scholarship Chair

This year's scholarships, in honor of Lynn Osteen Wolf, went to **Nick Weston** and **Shelby Beeler**.

Supported by our business partner, **Saxon**, two \$1,000.00 scholarships were awarded this year.

**Shelby Beeler** is the daughter of George Beeler and Helene Ritchey-Beeler. Helene is a paralegal at GrayRobinson.

Shelby was unable to attend our meeting because she is taking classes at the University of Florida. However, her justifiably, very proud mom accepted the award in her place.

Shelby is a recent graduate of Crooms Academy, where she maintained a weighted gpa of 4.55 and completed her As-

sociate of Arts degree from Seminole State College while working at least 20 hours a week at Crispers and continuing to volunteer at several organizations including Harvest Time International.

As part of the application process we request each applicant submit a recommendation. Shelby submitted five recommendations, each describing her drive, her intellect and her passion. Shelby's AP U.S. history teacher wrote, "Shelby is not only a great student, but also a great example for her peers and those around her. She not only cares about her own success but she also cares about the success of those around her. She is a wonderful leader and motivator for others."

Shelby wishes to pursue a career in science, perhaps as a nurse anesthetist, so she can continue to help others.

Our second scholarship recipient is **Nick Weston**. Nick's parents are Kate and James Weston. Kate is a paralegal at GrayRobinson.

A 2014 graduate of Liberty High School, Nick is now a rising senior at University of Florida. He has an engineering internship with Harris Corp, but was able to take time to be with us to accept his award. Nick

was the 2015 recipient of the Lynn Osteen Wolfe Memorial Scholarship.

Nick's goals have remained constant, he will design and test aircraft.

Nick's supervisor at Harris, Dr. John S. Seybold, describes Nick, as "a motivated self-starter. He worked with our team as an intern this summer and was an invaluable member. He demonstrated a significant level of resourcefulness and versatility. We hope to be able to hire him upon graduation."

Congratulations to Shelby Beeler and Nick Weston, recipients of 2017 Lynn Osteen Wolfe Memorial Scholarship.

Many thanks to our scholarship committee, Dawn Kowalski, Lisa Marcum, Michelle Gerena and Melissa Lambert and our business partner, Saxon, for making this happen. ■



*Shelby Beeler's mother, Helene Ritchey-Beeler, accepts Shelby's award from the Saxon representative, Beth Thomas*

*Nick Weston accepts his 2nd Lynn Osteen Wolf Scholarship. Shown here with Saxon Representative, Beth Thomas (L) and his mother, Kate Weston (R).*



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### Mark Your Calendar!

Meetings are a great place to meet others in the field, enjoy a nice lunch, and learn something new. Join us!

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- August 30, 2017**  
11:30 AM EDT
- Marijuana Legalization and How it Impacts Your Business**  
Speaker: Michael R. D'Lugo, Esq. of Wicker, Smith, O'Hara, McCoy & Ford, P.A  
Chapter Monthly Luncheon.  
Citrus Club, 255 South Orange Ave., Suite 1800, Orlando, FL
- September 5, 2017**  
5:30 PM EDT
- CLM Study Group**  
Employee Selection and Promotion
- September 19, 2017**  
5:30 PM EDT
- CLM Study Group**  
Performance Management and Compensation
- September 20, 2017**  
11:30 AM EDT
- What's Hot and What's Not in the Legal Profession in 2017**  
Speaker: Elena Lee, ALA CFC Regional Representative  
*Fill The Chair: Bring a potential member, and get entered in a drawing for a cash prize!*  
Chapter Monthly Luncheon  
Citrus Club, 255 South Orange Ave., Suite 1800, Orlando, FL
- October 3, 2017**  
11:30 AM EDT
- CLM Study Group**  
Organizational Development
- October 05, 2017**  
3:00 PM EDT
- ALA WEBINAR: Communication & Organizational Management**  
Communication Strategies that Build Trust in the Workplace  
McDonald Toole Wiggins, P.A.  
111 N. Magnolia Avenue, Suite 1200, Orlando, FL
- October 12, 2017**  
5:30 PM EDT
- Professional Legal Management Appreciation Event**  
Firebirds Wood Fired Grill; 1562 N. Mills Ave Orlando, FL
- October 17, 2017**  
12:00 PM EDT
- Small Firm Focus Group**  
Dellecker Wilson King McKenna Ruffier & Sos, LLP; 719 Vassar Street, Orlando, FL
- November 01, 2017**  
12:00 PM EDT
- HR Focus Group Meeting**  
Zimmerman Kiser Sutcliffe, 315 E. Robinson Street, Suite 600, Orlando, FL
- November 15, 2017**  
3:00 PM EST
- ALA WEBINAR: Financial Management**  
How to Build a Budget You Can Count On  
Dellecker Wilson King McKenna Ruffier & Sos, LLP; 719 Vassar Street  
Orlando, FL
- November 16, 2017**  
7:30 AM EST
- Managing Partners Breakfast & Associates Luncheon**  
**Special Guest Speaker: John Remsen Jr., TheRemsenGroup.com**  
**Breakfast:** Citrus Club, 255 South Orange Ave, Suite 1800, Orlando, FL
- 12:00 NOON EST
- Luncheon:** Offices of Foley & Lardner LLP  
Lunch is provided at NO Cost for 4 (four) associates for each member firm.
- December 13, 2017**  
11:30 AM EST
- Holiday Chapter Monthly Luncheon**  
Citrus Club, 255 South Orange Ave, Suite 1800, Orlando, FL

# Teaching & Learning: There is something for everyone

Come learn something new or teach us what you know! Watch the website for upcoming dates and locations.

## Small Firm Focus Group

Join us at this quarterly focus group to discuss the challenges faced by administrators employed by firms with 20 or fewer attorneys. Share your successes and struggles with others that work in an environment similar to your own and enjoy this opportunity to both teach and learn from each other. We meet the third Tuesday of July, October, January, April. Contact Robin Neill at [rneill@dwkllaw.com](mailto:rneill@dwkllaw.com) for details.

## ALA Webinars

Our chapter has purchased three webinars from National ALA. You can watch these

with other members, or, if you prefer, you can watch them on your own. We have access until April 2018, so check the website to find out more.

## HR Focus Group Meeting

This focus group meets quarterly and leads in depth discussions on current issues in employment law, employer compliance requirements, local employment trends, employee benefits, compensation systems, and other employment related topics.

The HR Group meets at Zimmerman and Katie Donaldson is the leader. You can contact Katie at [Kdonaldson@zkslawfirm.com](mailto:Kdonaldson@zkslawfirm.com) for more information.

## Large Firm Focus Group

If your firm has over 20

attorneys, and you are looking for peers, be sure to join us at these meetings to share your ideas and expertise while you learn from others in similar roles. Contact Tonja Pellegrino at Akerman for more information. [tonja.pellegrino@akerman.com](mailto:tonja.pellegrino@akerman.com). Watch the website for more details on when and where this group will meet.

## CLM Study Group

Are you interested in taking the exam to earn your CLMP? Or maybe you just want to learn more about it. Join these biweekly study groups to learn more. Contact Michelle Gerena at [MGerena@BC-DOOrlando.com](mailto:MGerena@BC-DOOrlando.com). You can find the dates for upcoming study groups on page 4 of this newsletter. ■

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## There has never been a better time to join ALA!

Join ALA for just \$99.00 between now and September 15, 2017!

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**Join by  
Sept 15  
for just  
\$99.00!**  
.....

Those who join will receive membership through December 31, 2017, plus a 60 day additional window to renew in 2018! That is six months of membership for the lowest rate offered this year. Membership at midyear is regularly \$129 to \$249, so now is the time to act, and experience all that ALA offers.

CFCALA is now offering Students a chance to try our chapter free of charge. The student must join National, at the special student rate of just \$49.00 first. Then, for the cost of their lunch, they can attend our luncheons and meetings. This is a great opportunity for students to learn about Legal Administration as well as network as they get ready to start their careers.

As a member, for every event you attend between now and August 30, you will get your name entered in a drawing for our Sea World themed gift basket. Bring a potential member for another chance to win. Bring a potential member to our September "fill the chair" event, and you could win a cash prize!

There has never been a better

time to introduce someone to ALA!

Prospective members can come to a luncheon free of charge, so what are you waiting for?

Watch for our new brochure as well, it's a great way to introduce a friend or coworker to our chapter. ■



## Diversity: Growing Together

More generations than ever before are working together, requiring conscious awareness in leadership.

We are all familiar with the current generations of today's employees: Baby Boomers, Gen X'rs, Millennials, and the up and coming Gen Z's who have yet to have a label that sticks. (iGen is used by some, but may not be the final des-

ignation.)

Why do we label them? What traits do each have?

And what changes are required in the workplace to accommodate each group?

A look at each of these questions will bring us to a deeper understanding of how and why generations cause constant change to the

workforce.

Read more about these generations and their traits in Susan Bailey-Milligan Lawless' article on [alanet.org](http://alanet.org). ■

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There are always opportunities for you to become an active member of our chapter. Join a committee or apply for a board position. Let us know what you are interested in today!

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## Learn on the go with ALA Podcasts

ALA offers many ways to grow and continue to learn about your field. Try one of these podcasts to get started!

Listen to Kevin P. Prendergast in his podcast "The Latest in Hiring and Background Screening" to get the answers to your questions about background screening in today's law firm.

Kevin P. Prendergast is the President & General Counsel at Research Associates, Inc. (RAI), a corporate investigative firm serving clients since 1953. RAI works with law firms throughout the world for pre-employment background investigations,

due diligence in transactional work and litigation support investigations.

Kevin oversees the compliance program at RAI and works with clients and their counsel in developing legally compliant background screening programs. Mr. Prendergast has been licensed to practice law in Ohio since 1987. He is a member of the American Bar Association, Ohio State Bar Association and the Society for Human Resource Management.

Follow this link to listen to Kristen Brown, speaker and founder of Happy Hour Effect, in her podcast, "Stress

Management for Career and Personal Success." She aims to motivate audiences to strive for maximum impact in their work and personal lives by uncovering the unique characteristics that make them memorable.

Kristen Brown is an international keynote speaker and facilitator. She has worked with Fortune 500 teams across industries to drive sales and market share including companies like Target, Kraft, Bare Minerals, Mayo Health, and more.

Want more? Find it [here](#) on ALA's website. ■

## And there is more...

### GIVEAWAYS

Gift Basket Giveaway! We are holding a drawing and the winner will take home an amazing gift basket that includes Sea World tickets, two nights at the Marriott World Center, and more! Don't miss out on this opportunity! For every event you attend between now and the August 30th Chapter Monthly Luncheon, you will earn a raffle ticket. If you bring a potential member to an event as your guest, you will earn

an additional ticket. Finally, if your guest joins CFCALA, you will earn another chance to win! We hope to see a lot of you over the next couple months!

### MEMBERSHIP

Watch for our new brochure, coming soon! It is a great way to tell a friend about our organization.

Bring a prospective member to a lunch meeting free of charge. This is a great way to introduce someone to our

group, and will also get you in the drawing mentioned above!

Introduce a student to ALA, and they can join our chapter for free, after joining National ALA for just \$49.00 a year! This is a great opportunity for them to learn about Legal Administration as well as network as they get ready to start their careers. ■

# Executive Board

**President: Rose Hutchinson**

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**Vice President: Michelle Gerena**

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**Treasurer: Stephanie J. Donaldson**

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**Secretary: Dawn Betancourt**

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**Past-President: Sharon Owen**

Wicker, Smith, O'Hara, McCoy & Ford, P.A.,  
390 N. Orange Ave, Suite 1000, Orlando, FL 32801  
Phone: 407-843-3939 • [past-president@cfcala.org](mailto:past-president@cfcala.org)



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## Committee Chairs

Community Connection: Katie Donaldson

FocusGroups: Mellissa Waters

Membership: Maureen McArdle

Social: Tonja Pelligrino

Education/Diversity/Webinars: Lori Turnage and Lisa Marcum

Business Partners: Lenita McFeron

Business Partner Relations: Sheila Sullivan

Survey: Charlie Celauro

Scholarships: Georgette Fried

Social Media, Photography & Website: Robin Neill

Communication/Newsletter: Debbie Wittig

President's Council: Ray Herod

Nominating Committee: Sharon Owen