

CENTRAL FLORIDA CHAPTER ASSOCIATION OF LEGAL ADMINISTRATORS

 A Chapter of the Association of Legal Administrators

SUE RUBERTI, PRESIDENT
RAY HEROD, VICE PRESENT
CAROLINE NICHOLAOU, SECRETARY
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MINUTES OF THE REGULAR MONTHLY MEETING

October 26, 2011

The monthly Chapter meeting was held on Wednesday, October 26, 2011, at the Citrus Club. The meeting was called to order at 12:00 p.m. by Sue Ruberti, President.

Sue began by welcoming our guests Tina Dunn from Grower Ketcham; Kevin Rocks from Zimmerman; and Sherrill Whitten from Gray Robinson. Sue recognized our business partner, Encryption for sponsoring the Chapter's very successful PLMW event held October 13, 2011. Sue thanked Regeana Barth for her hard work organizing this event. Sue reminded everyone that there was still time to register for the Region Two Conference in Charlotte.

Ray Herod announced the 2011 survey was completed on time and the results were mailed to all participating members yesterday, October 25, 2011. Ray told the group we had thirty-six members complete the survey. He thanked Mary Ann Deisseroth, CPA, and her staff for making the goal to have the survey done and out to the members by the end of October.

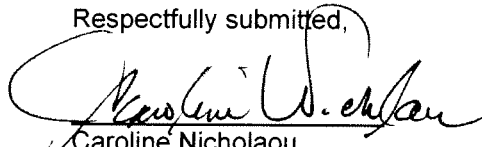
Lorrie Bearden reminded everyone that the Managing Partner Breakfast and Associate Lunch was Wednesday, November 9, 2011. November 3, 2011 is the deadline for your RSVP to both of these events. Lorrie continued by telling the members that the Chapter had selected the Aspire Charter School as our Holiday charity. Lorrie asked Sharon Owens to speak to the members about Aspire and the needs of the school and the children. Donation items are to be brought to the Holiday Luncheon in December.

Pat McLeod introduced Paul Burton, our speaker for today. Mr. Burton was a session speaker at the ALA National Conference in May. Mr. Burton's presentation "Power Processing Your Email – Applying the QuietSpacing® Time Management Method" was very informative, educational and entertaining. He demonstrated how to organize and streamline our email box to make it more efficient and add time to our busy day.

There were copies of Mr. Burton's books "QuietSpacing – Conquering E-mail, Mastering Work Load & Achieving Balance" and "Using Email Effectively" for everyone in attendance to take with them.

The meeting was adjourned at 1:15 pm.

Respectfully submitted,



Caroline Nicholaou
Secretary, CFCALA

Approved:



Sue Ruberti
President, CFCALA