



Region 6 Council Meeting

May 2, 2018

4:00 – 5:30 PM

Gaylord National Resort

- Potomoc 6 (Ballroom Level)

Agenda

4:00 PM Welcome and Introductions
Icebreaker “Commonalities”

4:10 PM ALA Update
Region 6 Plan of Work

Goal 2: Increase Member and Business Partner Value

Develop relevant, actionable, timely, responsive resources to increase value of ALA to members, business partners and other legal management professionals.

Idea Exchange

5:00 PM Special Recognitions

Region 6 Volunteer of the Year

Distinguished Members from Region 6 at Conference:

Gary Pace	Arizona	38
Doris Alexander	Golden Gate	31
Laura Henry	Greater Los Angeles	30
Annette Ross	Silicon Valley	29
Patricia Groff	San Diego	27
Nancy Hamlett	Golden Gate	27
Linda Quindt	San Diego	27
Karin Wiborn	East Bay	27
Wendy Rice-Isaacs	Orange County	26
Dan Fielding	Greater Los Angeles	25
Karen Nelson	Golden Gate	25
Cindy Snook	Sacramento Valley	25

Next Events

July 19-21, 2018

Chapter Leadership Institute

Grand Hyatt Denver
Denver, Colorado

October 18-20, 2018

Regional Legal Management Conference – West (Regions 4,5,6)

Hilton Austin
Austin, Texas

2018 Annual Conference Connection Opportunities

5:20 PM Wrap Up and Group Photo
5:30 PM End

REGION 6 INFORMATION - 2018

[Region 6 Plan of Work 2018-19 Strategic Plan – 2018 Q1 Update](#)

[Region 6 Facebook Page](#)
[Region 6 LinkedIn Group](#)

Hashtags: #alacnf18 #alacfm #alaregion6

Important Deadlines:

- April 2018 - Subscribe to the Chapter Leaders Online Community and the Business Partner Relations Listserv in April 2018
- April 2018 - If you are an ALA or Chapter Leader, update your LinkedIn profile to let others know your new position!
- May 7, 2018 - CLI Chapter Funding Application due
- July 13, 2018 – CLI registration due
- July 19-21, 2018 CLI Grand Hyatt Denver, CO
- July 2018 - Complete and submit chapter compliance certification to ALA HQ
- July 2018 - Nominations due for ALA regional Representative and Board of Directors
- August 2018 - Renew or secure Fidelity Bond Insurance through ALA HQ
- September 5, 2018 - CLM Exam application deadline for the November 5, 2018 exam date
- January 2019 - IDEA Award Entries, Elevate Award Entries and Quest Award Entries due to ALA HQ
- February 28, 2019 - President’s Award of Excellence entries due to ALA HQ (for activities from Jan 1, 2018 to Feb 28, 2019)

Upcoming In-Person 2018 Events:

Registration on all opens in May 2018!!
alanet.org/events/2017-events

In Person Event:	Place:	Date:
Chapter Leadership Institute “CLI”	Denver, CO – Grand Hyatt Denver	July 19-21 Note that registration closes July 13, 2018
Large Firm Principal Administrators Retreat	San Diego – Hotel Del Coronado	August 2-4
Law Firm Management Essentials	Chicago, IL – Palmer House Hilton	September 12-13
Regional Legal Management Conference – East, Regions 1, 2 & 3	Chicago, IL – Palmer House Hilton	September 13-15
Intellectual Property Conference for Legal Professionals	Washington, DC - The Capitol Hilton	September 27-28
Advanced Financial Administration for Legal Management Professionals	Chicago, IL – Palmer House Hilton Austin, TX – Hilton Austin	September 12– 13 October 17-18
Regional Legal Management Conference – West: Regions 4, 5, 6	Austin, TX – Hilton Austin	October 18-20



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Focus Chapters:
Orange County, Arizona Independent Members



Terri Oppelt, CLM, SHRM-SCP, SPHR
Region 6 Representative
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Focus Chapters:
East Bay, San Diego, Silicon Valley



Shelley A. Strong
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Focus Chapters:
Golden Gate, Las Vegas, Sacramento Valley

REGION 6 INFORMATION - 2018

ALA LINKS, RESOURCES and REFERENCES

1. Contact [Region 6 Leadership Team](#)
2. [ALA Member Directory](#)
3. [Region 6 Plan of Work 2018-19](#)
4. Events and Timelines:
 - a. [Chapter Leadership Institute Registration](#)
 - b. [CLI Emerging Leader Scholarship](#) (deadline 60 days prior to CLI 05/18/18)
 - c. [East RLMC-Region 1, 2 & 3 Legal Management Conference, Chicago, IL](#)
 - d. [Advanced Financial Management Pre-conference, Chicago, IL & Austin, TX](#)
 - e. [Law Firm Management Essentials, Chicago, IL](#)
 - f. [Timeline for Chapter Leaders](#)
 - g. Chapter Recognition Opportunities 2018-19
 - i. [Presidents' Award of Excellence](#)
 - ii. [IDEA Awards](#)
 - iii. [Elevate ALA Award](#)
 - iv. [60 Seconds of Fame 2018](#)
 - v. [Quest Award](#)
5. Social Media
 - a. [Region 6 Facebook Page](#)
 - b. [Region 6 LinkedIn Group](#)
 - c. [ALA YouTube Page \(assnlegaladmin\)](#)
 - d. [ALA Facebook Page](#)
 - e. Hashtags: #alaconf18 #alacim #alaregion6
6. Information to Know
 - a. [Strategic Plan – 2018 Q1 Update](#)
 - b. [By-Laws](#)
 - c. [Online Communities](#)
 - d. [Chapter Leaders and Regions](#)
 - e. [Chapter Leader Resources](#) 
 - i. Chapter Education
 - ii. Membership Development
 - iii. Business Partner Relations Guide
 - iv. Promotional Resources
 - v. Chapter Forms
 - vi. Policies, Guidelines, and Legal Opinions
 - f. [Volunteer Handbook](#)
 - g. [Listing of Current Chapter Presidents](#)
 - h. [Chapter Leaders Online Community](#)
 - i. [Chapter Officer Reporting Form](#)
 - j. [Chapter Profile Form](#)
 - k. [Business Partners](#) (for chapters)
 - i. [Alabp.org](#) (for association)
 - l. [CLM Certification](#)
 - i. [Competencies of Legal Administrators](#)
 - ii. [Study Guide for the CLM Exam](#) (Feb 2018)

2018 REGION 6 PLAN OF WORK

The Region 6 Management Team's 2018 Plan of Work emphasizes ALA's Strategic Plan to ensure ALA is the undisputed leader for the business of law, focused on the delivery of cutting-edge management and leadership products and services to the global legal community. Our role is to develop a clear, compelling and well-recognized organizational identity of the association; to ensure members, business partners, and other legal management professionals understand the value of ALA; to solicit input from our members; to ensure the development of our volunteers by providing advice, counsel and assistance to chapters in all areas of chapter management (leadership, education, management, etc.) and to share best practices and innovative ideas with others in the region, the board, and the headquarters staff.

Returning team members are: Shaun Morrison, Region 6 Director; Terri Oppelt, CLM, SPHR, SHRM-SCP, Regional Representative and Shelley Strong, Regional Representative. Incoming team members are: Brian Gilman, CLM, CPA, At Large Director and Karen Godfrey, Regional Representative. The following goals are incorporated in this year's plan:

CHAPTER ACTIVITIES

- **Build Trust with Chapter Leaders and Members** – a top priority continues to be to reestablish and build on the relationships we have developed and will develop, with not only the chapter Presidents, but with multiple Chapter Leaders and members throughout our focus chapters. The Region 6 Director is not assigned a focus chapter so that she may be available to help all the chapters in the region and not just focus on one.
- **ALA Strategic Plan** – Last year the team focused on goal 1 of the ALA strategic plan. This year the team will focus on goal 2 of the ALA strategic plan by assisting our chapters with the following.
 - Providing tools that will enhance the value of ALA.
 - Increase member and business partner value by developing ways to attract and maintain business partner relationships.
 - Seek out non-typical members to ensure they are seeing the value of ALA.
- **Chapter Visits** – During this year, we will make chapter visits to all of the chapters to discuss initiatives, provide tools that will enhance the value of ALA and for reasons that are at the request of the chapter.
- **Annual Conference/CLI Meetings with Chapter Presidents** -- Our representatives will schedule a casual meeting with the leaders from their focus chapter (below) during the annual conference, CLI and the Regional Legal Management Conference, outside normal meeting times, to forge the connection with these members.

Focus Chapter	5/2018-4/2019
Arizona	Karen Godfrey
East Bay	Terri Oppelt, CLM, SPHR, SHRM-SCP
Golden Gate	Shelley Strong
Greater Los Angeles	Brian Gilman, CLM, CPA
Las Vegas	Shelley Strong
Orange County	Karen Godfrey
Sacramento Valley	Shelley Strong
San Diego	Terri Oppelt
Silicon Valley	Terri Oppelt
Independent members	Karen Godfrey

COMMUNICATION PLAN

- The team will participate in monthly team conference calls to discuss chapter issues and resolutions and brainstorm on providing the best resource for their chapters. The team member responsible for taking minutes for each monthly team conference call (and any other minutes required for that particular month – i.e., Council Meetings, Presidents Calls, etc.) is listed below.

Month	Team Member
April 2018	Terri Oppelt
May 2018	Shelley Strong
June 2018	Karen Godfrey
July 2018	Terri Oppelt
August 2018	Shelley Strong
September 2018	Karen Godfrey
October 2018	Terri Oppelt
November 2018	Shelley Strong
December 2018	Karen Godfrey
January 2019	Terri Oppelt
February 2019	Shelley Strong
March 2019	Karen Godfrey

- The team will host a conference call for chapter presidents at the beginning of the new presidents' board year (May 2018). Time will be used to help chapter leaders network with each other in a way that creates communication throughout their term. The team will also encourage chapters to schedule a visit with one or two members of the Region 6 team to provide ALA updates, membership benefits, or any other subject the chapter would like to hear about.
- A second conference call for chapter presidents and president-elects will be held sometime in January 2019 to introduce the new elected team members, to discuss any ALA initiatives, to share ideas on how chapters have improved their relationships with their business partners and attracted the non-typical members.

2018 Region 6 Plan of Work

- Team members will communicate monthly with assigned focus chapters and report on their focus chapters during the monthly Region 6 Team call. We will continue to highlight important Board decisions and reminders that should be relayed to chapter leaders.
- Our Region 6 Director and our At-Large Director will have a follow up call with all Chapter Presidents and Chapter Presidents-Elect sometime in September.
- Association Board members will be calling all chapter presidents in July, and reports of those calls will be discussed with the team.
- A Region 6 email blast will be distributed bi-monthly to our members with the help of headquarters with each regional representative taking turns preparing the blast as follows:

Month	Team Member
March 2018	Shelley Strong
May 2018	Terri Oppelt
July 2018	Karen Godfrey
September 2018	Shelley Strong
November 2018	Terri Oppelt
January 2019	Karen Godfrey
March 2019	Shelley Strong

- The Team will continue to host a Region 6 LinkedIn Page and Facebook Page with all team members contributing at least once a month. The team will focus on getting more chapter/R6 independent members connected with our LinkedIn and Facebook pages. The team will incorporate more articles and updated information about law firm management to add value for our Region 6 members
- The team will encourage chapters to upload photos to the Region 6 Facebook Page on their chapter events, which will be linked and listed on the eBlast bi-monthly.

REGIONAL COUNCIL MEETINGS

- At the annual conference Council Meeting in National Harbor, the team will take time to further connect with the leaders of our focus chapters. The team will conduct an ice breaker, cover the necessary ALA business items, and conduct an exercise allowing collaboration with the Region.
- Outstanding Volunteer Award will be presented at our Region 6 Council Meeting in National Harbor (nominations were requested in January; winner was selected at ALI; certificate and gift card will be ordered in March).
- The agenda for the council meeting held at the Regional Legal Management Conference in Austin will be planned during our monthly team calls.

Region 6 Council Meeting Minutes
Las Vegas, Nevada – Regional Legal Management Conference (West)
Thursday, September 7, 2017 from 11:15 a.m. – 12:45 p.m.
Room 2501B

1. **Welcome, Introductions & Recognitions** – The meeting was called to order by the introduction of our Region's Director Shaun Morrison.
2. **Plan of Work** - Regional Representative Terri Oppelt spoke to the group about the plan of work which the Regional Team put together to guide what they would be focusing on for the year. This plan includes our desire to build relationships and synergy within the region.
 - The Reps have been working closely with the chapters by attending chapter events, hosting monthly calls with the Presidents and chapter leaders, communicating via the E-blasts, and working to bring together the chapters by sharing the important chapter events so members can visit too.
 - There will be a January call for Presidents and President Elects as the chapters start the transition process.
 - The B-monthly E-Blasts have included a lot of information about what is happening at the chapter level with plenty of pictures. We have been consistently using Facebook to share articles and pictures from chapter events and will continue to work on LinkedIn, too.
 - The ALA Strategic Plan is being supported with an ongoing initiative to define our identity through the facilitation of a series of questions (as done prior to the regional meeting) and the regional team is ready to help chapters!
 - The Regional Reps are making an effort to get out to important chapter events and to get the word out to all of the other regional members so they can take advantage of these events.
3. **Shaun shared that the reps want to help the chapters in any way we can.**
 - She shared a chapter's experience with the Defining Our Identity/Answer Garden project and asked Terry Vickrey, President of the Orange County Chapter, to share his experience. Terry explained how the meeting worked with those attending answering questions with one word answers and the group seeing and talking about the commonality of some of the answers and what others meant to the chapter and our identity. Terry described an interactive and fun event. Shaun reminded the group that regardless of whether the chapter facilitated or a Regional Rep, we should make efforts to do this project for their members.
 - Shaun reminded us that the Reps can speak at chapter events and often visit those events regardless; she reiterated our desire to share upcoming events with other chapters so that others outside of the chapter can attend too.
4. **Other Regional business commenced and was led by Shelly Strong:**

- **Approval of the Minutes of May 23, 2016 Annual Region 6 Council meeting:** Shelley asked if there were any changes to the May 23, 2016 Regional Council meeting minutes previously provided to the attendees. A motion to approve was requested. Suzanne Lawler motioned to approve and Linda Quindt seconded; minutes were approved as read.
 - **RNC and ANC Process:** Shelley noted that the Regional and Annual Nominating Committees are exploring a different timeline and process to elect leadership with the volunteer call for applications to begin in August.
 - **Region 6 Chapter Visits:** Shelley talked about the goal for the representatives to visit all the chapters to meet members and speak about ALA at chapter events, including retreats, board meetings, education and community events, etc. She explained that the Reps would work with their focus chapters to make arrangements for visits throughout the year.
 - **Other:** The Regional 6 E-Blast will be done on a bi-monthly basis with the next one being delivered to in-boxes in April. Also she reminded everyone that the chapters should endeavor to have the chapter logo placed on their ALA community page.
5. **Important Deadlines and Upcoming In Person Events:** Terri Oppelt highlighted many of the chapter upcoming deadlines (chapter business, things due to ALA and registration due dates for various events), along with important events that attendees would want to mark on the calendars - including CLI and the Regional and Specialty Conferences.
6. **Overview of Region 6 Plan of Work:** Shaun Morrison reviewed the Region 6 Plan Of Work for our region. This included our desire to build relationships and synergy within the region.
- The Reps will work with the chapters more closely by attending chapter events, host monthly calls with the Presidents and chapter leaders, communicate via the E-blasts, working to bring together the chapters by sharing the important chapter events so members and visit too. There are a few of the initiatives we are looking forward to working on.
 - ALA too is working with chapter leaders and members to build relationships and trust through the ALA Board calls in July to the chapter Presidents and within their Strategic Plan. ALA is also moving toward more inclusivity with the one member-one vote bylaw change, which was recently passed, so each member, including the independent member's, opinions and engagement are important to ALA.
 - Shaun encouraged members to volunteer for the ALA positions and how the nominating committees work. She noted that a task force is looking into expanding leadership opportunities and the process of volunteering. While there may be few positions with many applications, Shaun told the group to not be discouraged if not picked the first time and to continue to try for various volunteer opportunities. Shelley spoke about her experience on the 2017 Annual Conference Committee and the positive exposure to other members around the country as well as ALA staff and in learning leadership skills, too.
 - Shaun wanted to make sure that everyone knew that the Region 6 Team is here to help in any way we can; we understand that there are so many changes and want our members to feel comfortable reaching out to anyone on our team for anything.
7. **What are we doing to Elevate ALA and members' Positions:** Terri spoke briefly about the new ALA Elevate Award and noted that several chapters from our region had submitted applications for the Award – which was great!

8. **Building Synergy – Defining Our Identity:** Julie led a discussion about the identity initiative using the word cloud which was facilitated during the ALA Annual Meeting and lunch the day before. The group noted words which were on the list, which may or may not describe what many of us think ALA is, which is why the exercise is so important. And, it is important for the conversation to not stop at the conference, but to be taken to the chapter level and she encouraged chapter leaders to help get the conversations going in the chapters and encourage everyone to voice their opinion and be part of the process of defining our identity.
- Some words which showed up in the cloud exercise which were surprising to the group include dated/stale, self-congratulatory, ladies/women, expensive. Other words which felt closer to the attendees opinions included community, collaboration and education.
 - More discussions and information gathering to come as the year goes on, and again we ask the chapter leaders to help lead this initiative.
 - Julie also encouraged those in the room to think about taking the CLM, or an ALA certificate course to elevate themselves!
9. The meeting came to a close with a reminder that the next Region 6 Council Meeting would be held in September at the Regional Conference.