



Indiana
Chapter

2018

New Member Welcome Kit

Indiana ALA (INALA) Opportunities

The Indiana Chapter of ALA (INALA) welcomes you and invites you to participate in many opportunities for education, leadership, and support during your legal professional career.

Included inside this kit is a contact list for INALA's Membership Committee, a calendar of the upcoming year's events, and information about how you can get involved in Indiana ALA.

GET ANSWERS. GET CONNECTED.

BE SUCCESSFUL.

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WHAT OUR CURRENT MEMBERS ARE SAYING ABOUT INDIANA ALA

My ALA membership has been an integral part of my law firm career. As we all know ALA is a terrific resource for knowledge; it keeps us up-to-date on best practices and provides opportunities to learn how to be better administrators. It is the networking, however, that has helped me stay sane at various times. The support from colleagues and knowing I don't have to reinvent the wheel can reduce my stress level in minutes. I am less involved now than in the recent past and I recognize even more the importance of ALA. – **Roz Hazzard, Bingham Greenebaum Doll**

My ALA membership provides a peer group in the legal community. For many of us, we are the only person in our firm performing the work we do; sometimes there is no one to whom we can turn for advice or information within our own firm. ALA gives me a network of colleagues and they are always willing to help. – **Debra Shrum, Lewis Wagner LLP**

ALA is one of my most valued professional resources. My membership has given me the opportunity to grow professionally and personally while gaining valuable tools and contacts for my firm. Over the years, I have made lifelong friends through ALA and I have enjoyed serving the membership. I cannot put a price on the benefits that I have received from ALA! – **Chris Birch, Taft Stettinius @ Hollister LLP**

Fellowship, advancement, knowledge, and good friendship. – **Laura Rust, Lewis Wagner LLP**

The value of my ALA membership is all encompassing. I have unlimited resources at my fingertips through the international website. I enjoy participating on a local level via monthly educational luncheons where I am kept informed of key issues, plus the added bonus of enjoying the company of others in our local chapter. This is a great value in itself, because I have gotten to know many knowledgeable members who don't hesitate to share information when asked. Best value – meeting great people and forming friendships that you can call upon whenever you have a question or just want to chat. – **Debbie Kellar, Feiwell & Hannoy, PC**

My membership in ALA, through its resources and networking, has made me a better administrator, vastly improved my leadership skills and expanded my peers more than any other option available to me. - **Debra Elsbury, Threlkeld & Associates**

I enjoy the friendship and support from other members. Their insight and shared experiences have been very helpful in addressing challenges within my firm. - **Debbie Fennessy, Plews Shadley Racher & Braun, LLP**



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The Chapter holds monthly meetings in Indianapolis that are educational in focus. The meetings and programs are the key to the professional development of members, and expert speakers address topics or cover current trends in every realm of legal management that is important to leaders in the legal profession; specifically, Communications and General Management, Financial Management, Human Resources Management, Office Operations Management and Legal Industry.

Also, periodically throughout the year, we offer focused round-table discussions to share ideas with other law firm managers and we also offer additional educational seminars and Chapter-sponsored webinars conducted by ALA International.

2017 INDIANA ALA CALENDAR "AT A GLANCE"

January 1/9/18 – Chapter Meeting <i>Labor & Employment Law Update</i>	February 2/13/18 – Chapter Meeting <i>State of the Chapter, "Elevate Your ALA Network"</i> <i>Roundtable Discussions</i>
March 3/21/18 – Educational Forum- "Increase Your Influence: Discover Eight Attributes of a Successful Leader"- Regions Tower <i>Keynote Speaker-Dean Savoca</i>	April 4/10/18 - Chapter Meeting <i>Legal Trends that Everyone Should Know, "What You Don't Know Can Hurt You"</i> 4/26/2018: BP/Member Social at TwoDEEP Brewery
May 5/3-6/18 – ALA National Conference-National Harbor, MD	June 6/12/18 – Chapter Meeting <i>Workplace Wellness Program</i>
July 7/19-21/18 – Chapter Leadership Conference-Denver 7/26/2018-Member/BP Social-Fast times Indoor karting	August
September 9/13/18-ALA Regional Conference-Chicago 9/27/18 - Business Partner Event Oktoberfest on the Canal	October 10/9/18 – Chapter Meeting TBA
November 11/13/18 – Chapter Meeting <i>Deep Dive into Client Trust Accounts</i>	December Holiday Luncheon Details TBA



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INDIANA ALA 2018-2019 OFFICERS AND BOARD OF DIRECTORS

<p>Lisa D. Matheson President 317-684-5266 rburton@boselaw.com</p>	<p>Quarles & Brady, LLP Office Administrator</p>	<p>135 N. Pennsylvania Suite 2400 Indianapolis IN 46204</p>
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<p>Angela Holmes, CPA Treasurer 317-684-5164 aholmes@boselaw.com</p>	<p>Bose McKinney & Evans LLP Chief Financial Officer</p>	<p>111 Monument Circle Suite 2700 Indianapolis, IN 46202</p>
<p>Sheri Rothrock Director of Education 317-793-2252 srothrock@cohenandmalad.com</p>	<p>Cohen & Malad, LLP Controller</p>	<p>One Indiana Square Suite 1400 Indianapolis, IN 46204</p>
<p>Stacey Anouan / Racquel Rutledge (Vice Chair) Director of Membership 317-231-6230 / 317-808-5887 stacey@bradr.com / rrutledge@kdlegal.com</p>	<p>VanWinkle Baten Dispute Resolution Practice Manager</p> <p>Krieg DeVault Human Resource Coordinator</p>	<p>111 Monument Circle Suite 302 Indianapolis, IN 46204</p> <p>One Indiana Square Suite 2800 Indianapolis, IN 46204</p>
<p>Kate Keele, CPA Director of Communications 317-237-0500 kkeele@lewiswagner.com</p>	<p>Lewis Wagner LLP Controller</p>	<p>501 Indiana Avenue Suite 200 Indianapolis, IN 46202</p>
	<p>Lewis Wagner LLP Assistant Administrator</p>	<p>501 Indiana Avenue Suite 200 Indianapolis IN 46202</p>



INDIANA ALA LIST OF COMMITTEES

- **Business Partner Relations Committee**

The Business Partner Relations Committee promotes and maintains strong business partner relationships to enhance the services and benefits available to chapter members and strengthen the chapter's economic base. This committee is responsible for the development and implementation of the INALA Business Partner Program. This includes determining appropriate business partner benefits and sponsorship levels.

- **Business Partner Exhibit/Showcase Committee**

In the Spring of each year, the chapter holds its annual Chapter/Business Partner Forum featuring an educational speaker. The committee begins planning for the event in the fall of every year. This committee selects the location and format of the show in conjunction with the INALA Board of Directors. Duties include marketing, speakers, contract negotiations, member/business partner liaison, catering and handouts. This committee will work the day of the show at the registration table or assisting business partners or members.

- **Community Connections Committee**

The purpose of this committee is to provide a local venue for the chapter's participation in National ALA Annual Community Challenge Weekend. This event is held in the fall of each year and fosters community service and volunteerism, while promoting collegiality among chapter members. The committee will poll INALA members for suggestions on community challenge options before August 1 of each year. The committee will research each suggested option and narrow down to two to report to the INALA Board of Directors. The committee will communicate the selected project to all members and business partners with a detailed list of when, where, and what prior to the event. At least one committee member will be in charge of communicating directly with a representative from the organization chosen to work with for the community service project.

- **Education Committee**

At the beginning of the chapter year, the Education Committee will develop, with INALA Board of Directors input, a list of suggested educational topics and presentations for the upcoming monthly meetings. The committee will continually update the list according to the needs of the membership and the availability of prospective speakers. The committee will prepare a biography of each speaker for inclusion with the monthly meeting invitation sent by the Secretary each month.

- **Golf Tournament Committee**

In mid-summer, the chapter holds its annual Golf Outing. Each registered business partner is permitted to provide two (2) players who along with two (2) chapter members will be formed as a foursome. The committee seeks donations of door prizes from business partners and other businesses as well as hole sponsorships from ALA member firms. Dinner is also provided for

attendees. This affords business partners an opportunity to interact with firm leaders in a more relaxed environment.

- **L.I.F.E. Beyond Shortridge: Leaders in Firms Emerging Committee**

L.I.F.E. Beyond Shortridge began in 2011 with Shortridge Magnet School for Law and Public Policy.

INALA was granted \$15,000.00 (\$5,000.00 per year for the first three (3) years) by the ALA Foundation to help implement and support a comprehensive program created by INALA to work with Shortridge Magnet High School for Law and Public Policy. The primary purpose of the program is to educate this target audience of students about the wide range of jobs that are available within our organizations (aside from the obvious attorney positions) and to help the students be prepared for these opportunities. One of INALA's goals is to provide this program as a "kit" for other ALA chapters that might wish to replicate the program.

Members of this committee will be responsible for specific modules of the program and will recruit and supervise other volunteers to assist in their specific module.

Examples of these of leadership positions include, but are not limited to:

- overseeing the nutrition packs provided to the students
- overseeing arrangements for a field trip for the students to visit private law firms and some corporate or government legal departments
- being in charge of one of the at-school learning opportunities, such as sessions on jobs in the legal field; professionalism; confidentiality and ethics; and many other sessions to be identified over the next three years
- being in charge of a writing contest
- overseeing the development of a website for the program
- overseeing the summer internship program

- **Membership Committee**

The purpose of the Membership Committee is to maintain the mentor program to assist new members to INALA, new to the profession or in need of direction. Each committee member commits to one year of service to mentor at least one new member. The committee is also developing a formal retention program to engage inactive members.

- **Partner/Attorney Event Committee**

The Partner/Attorney Event is traditionally held each September. It is the responsibility of the Chair to schedule the event and submit speaker suggestions to the INALA Board of Directors. The Chair should communicate with the President in May to determine a date for the dinner the following September. The date may be determined by the availability of the speaker. Other events of interest to the legal community should be taken into consideration when choosing a date. It is the responsibility of the Chair and his/her committee to select a location. The Chair should coordinate with the President and the Board of Directors with respect to appointing other members to the committee. Once the speaker, date and location have been established, the committee is responsible for all other arrangements of the dinner: pricing, menu selection, seating, bar, printing

and sending of invitations, and name tags. Invitations are mailed to all INALA Chapter members, the Executive Director of the Indiana State Bar Association, the current President of the Indiana State Bar Association and the current President-Elect of the Indiana State Bar Association. The business partners of the top two tiers in the Chapter's Business Partner Program are also invited to attend. The Partner Dinner Committee members coordinate program content, AV needs for the event, additional guest invitations, and other event details with the President. The Chair reviews the invoice prior to sending it to the Treasurer for payment.

- **Photography Committee**

The Photography Committee consists of INALA members who will take photographs at all chapter events and luncheon meetings. In the event one committee member is unable to attend a chapter event, he or she will make arrangements for an alternate member to take photographs for the event. Photographs may either be emailed or dropped to computer disk and sent to Joannie Saba (5k incoming email limit, so compressing to .jpg format prior to emailing may be necessary).

- **Salary and Benefits Survey Committee**

The purpose of this committee is to provide income to the chapter through collection, compilation and dissemination of survey information by soliciting information from legal organizations within the chapter's jurisdiction, on salaries paid and benefits provided to non-legal personnel employed by such legal organizations. This committee should consist of the Special Projects Chair, Treasurer and at least two other INALA members. The committee should meet initially no later than June of every year to review the prior year's salary and benefits survey to incorporate any requested changes, email changes to the INALA Board of Directors for review and approval, send to ALA National for review and approval and obtain logos from business partners in the top two tier levels, make sure the logos get to the printing company, and verify addresses of INALA members with the Membership Chair. The committee works with the accounting firm as the cutoff date for the survey approaches, the committee reviews the results over conference call with the accounting firm and the Special Projects Chair sends the final survey results to all participants.

- **Social Connections Committee**

The purpose of the Social Connections Committee is to plan social functions throughout the year that promote networking among Chapter members. This includes functions such as the annual Holiday Party, which is held in December each year.

- **Website & Social Media Communications Committee**

The purpose of this committee is to provide a link between the Webmaster and the INALA Board of Directors through direct communication in order to establish and maintain an online presence for the chapter for the benefit and use of INALA members. The committee is responsible for sending event photos to the Webmaster for uploading to the website in a timely manner, providing new INALA members a login and password for the members' only section of the website, and uploading the podcast of monthly meetings. The committee will meet at least once per year to review the current website and decide if any old information needs to be removed and determine if the website needs design changes to keep the information fresh and reliable for all INALA members.



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INDIANA ALA COMMITTEE CHAIR CONTACT LIST

Business Partner Relations Committee Chair	Laura E. Rust Assistant Administrator 317-237-0500 lrust@lewiswagner.com	Lewis Wagner LLP 501 Indiana Avenue Suite 200 Indianapolis IN 46202
Business Partner Educational Forum Committee Chair	Debra Elsbury Office Administrator 317-655-5200 debbie@threlkeld-legal.com	Threlkeld & Associates 50 S. Meridian Street Suite 400 Indianapolis, IN 46204
Community Connections Committee Chair, Salary and Benefits Committee Chair and Website Committee Chair	Kate Keele Controllor 317-237-0500 kkeeel@lewiswagner.com	Lewis Wagner LLP 501 Indiana Square Suite 200 Indianapolis, IN 46202
Education Committee Chair	Lisa D. Matheson Office Administrator 317-399-2827 lisa.matheson@quarles.com	Quarles & Brady LLP 135 N. Pennsylvania Suite 2400 Indianapolis IN 46204
Golf Tournament Committee Chair	Robin R. Burton Accounting Manager 317-684-5266 rburton@boselaw.com	Bose McKinney & Evans 111 Monument Cir Suite 2700 Indianapolis, IN 46204
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L.I.F.E. Beyond Shortridge, Leaders in Firms Emerging Committee Chair	Jennifer S. Ellis Director of Administration 317-968-8112 jellis@k-glaw.com	Kightlinger & Gray, LLP One Indiana Sq, Ste. 300 211 N Pennsylvania Indianapolis, IN 46204
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