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# ALA-Indiana Newsletter

July & August 2024



## Message from the President!

Hello Friends,

Let me start by saying that the Tri-State conference was “spot on” with the topics and speeches. If you did not get the opportunity to attend this year, you MISSED OUT! But, you will have an opportunity next year as it will be hosted in Cincinnati. The speakers were engaging and attention grabbing! The members from Kentucky and Ohio were entertaining and the door prizes were outstanding. I even won a bottle of Woodford Reserve Kentucky Derby edition. Indiana representatives: Shannon Temples and Marisa Vanek did a stupendous job. Not one hiccup noticed, and everyone seemed to have had a great time. This conference will be one for the books!!!

Registration is open for the Budgeting for Law Firms meeting on July 10th. Our guest speakers are from Katz Sapper & Miller. We hope to see you at Lewis Wagner!

Happy 50th Anniversary ALA-Indiana Chapter!

*Lisa Becker*

In this newsletter  
you can expect:

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Member  
Spotlight

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Tri-State  
Highlights

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Chapter  
Highlights

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National  
Highlights

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Diversity  
Discussion

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Celebrating 50  
Years!

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...to our newest Member(s)

Know anyone who has an interest in Legal?  
Ask them to join us at a monthly meeting!

The Board would love to meet and talk to  
them about being a member!



Participation is now Open!

The ALA's 2024 Compensation and Benefits Survey and its companion the Large Firm Key Staff Compensation Survey are now open. The results from these surveys can provide comprehensive information needed on salaries, benefits, and much more!  
The survey closes on July 12th!



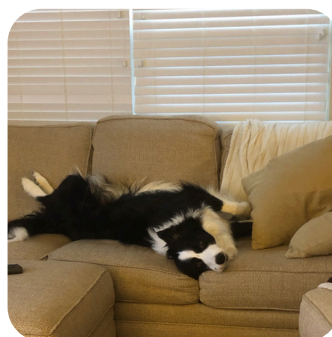
## Member Spotlight

Shannon Temples  
Firm Administrator  
Parr Richey Frandsen Patterson Kruse

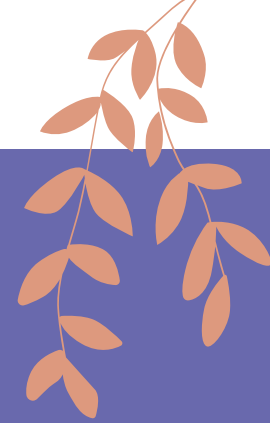
Shannon has been with Parr Richey for 11 years as the Firm Administrator. Prior to joining Parr Richey, she was the COO at Stewart & Irwin PC.

Shannon has been a member of the ALA since 2011, but only started being actively involved in 2020. She served two years as President and is currently the Director of Business Partners. The local and national ALA membership has provided her with the opportunity to establish relationships all across the USA. While she still dislikes public speaking, the ALA has provided her with the opportunity to become more comfortable in front of larger groups.

Shannon and her husband Josh love going to concerts throughout the year. Their most memorable concerts were Elton John and Andrea Bocelli in 2022, and Tyler Childers last month. Shannon and Josh are fur parents to Haggis, an 11 year-old Border Collie and two cats, Maisie and Washington.



# Highlights and Reflections 2024 Tri-State Retreat



ALA Chapter members and Business Partners from Greater Cincinnati, Kentucky and Indiana came together at The Bottleworks Hotel for 2 days of educational sessions, networking and fun!

47 Members

10 Speakers

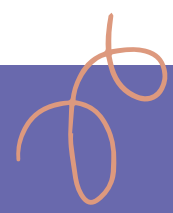
15 Business Partners

Countless Memories



*Thanks again for the opportunity to participate, we had a great time and felt so included by everyone! Thank you for all of your hard work for making this such a fantastic event!*

Deanna Marquez | Partner  
Modern Information Solutions



Please join us in Cincinnati for the  
2025 Tri-State Retreat!

If you would like to be on the planning committee,  
please reach out to Shannon Temples or Marisa Vanek!



Group Breakout during  
Emotional Intelligence Session



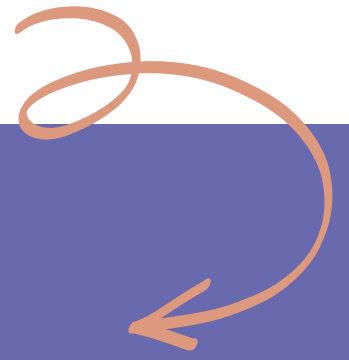
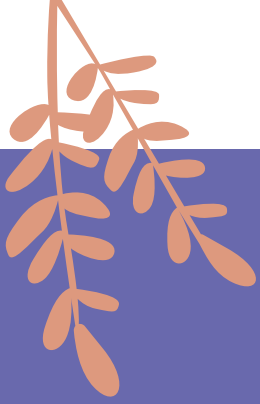
Shalon & Krystal  
Friendly smiles at Registration



Members and Business Partners  
Back 9 Event



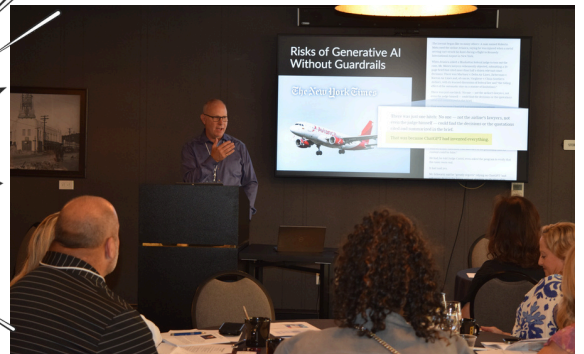
Business Partner Expo



# Educational Sessions



**AI in the Legal Landscape**  
 -Brian Beck | Lexis Nexis  
 -Deanna Marquez | MIS



**Labor & Employment Update**  
 Jennifer Bame | Frost Brown Todd  
 Janelle Kilies | Lewis Wagner  
 Barath Raman | Lewis Wagner



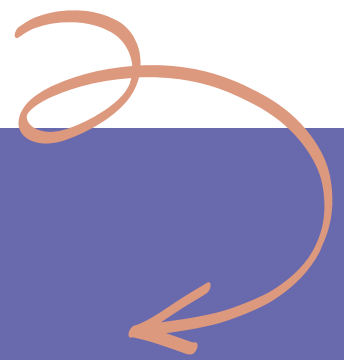
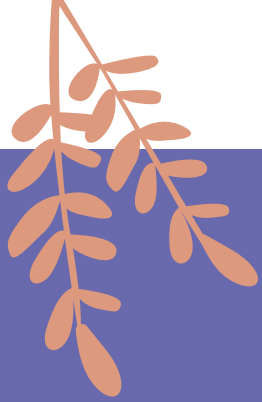
**Business Email Compromise & Incident Response**  
 Karen Murphy | Ritman, a division of USI Affinity  
 Phil Miller | The AME Group



*I am new to the legal field and this was my first ALA retreat/conference and I am so thrilled that I was able to attend. Meeting others in the field and connecting on topics that were relevant to issues we uniquely face every day was a huge encouragement and comfort to me. Thank you thank you thank you to the committee who put this together seamlessly!*

ATTENDING MEMBER





# Educational Sessions



## How to Foster "Being Curious" in the Workplace

Donna Markus | Kopka Pinkus Dolin



## The 7 Keys to Emotional Intelligence

Patrice Borders | Amplify EI



## From Bottlenecks to Best Practices

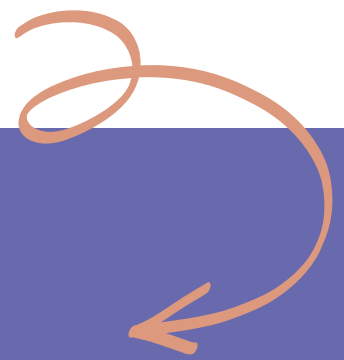
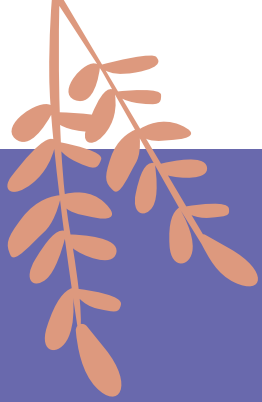
Debbie Foster | Affinity Consulting



*I thoroughly enjoyed my time at the tri-state retreat this year. As a long time business partner, these events consistently show a return on investment from a relational and personal perspective. The members go out of their way to ensure that each business partner sees value in their involvement. This year in particular, I saw many new faces. Each one mirrored the same intentionality and enthusiasm of their more tenured peers. IN/KY/Cincinnati ALA, Thank you for putting on such a wonderful event!*

JONATHAN D. HARKINS  
AFINETY





# Back 9 Entertainment



Great job to all of the retreat planning team! I look forward to this event becoming a regular staple each year.



ATTENDING MEMBER

# Mini Business Partner Expo



Members and Business Partners enjoyed breakfast and then engaged with each other for 90 minutes at the Mini Expo. Business Partners were also provided the opportunity to introduce themselves and their company at the end of the Expo. It was a great time to meet BPs from the Indiana and Kentucky Chapters.



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## Chapter Highlights



Congratulations to the following members for reaching membership milestones:

**Shannon M. Temples**

Parr Richey (13)

**Angela Holmes**

Bose McKinney & Evans LLP (12)

**Sara Maicher**

Quarles & Brady LLP (12)

**Carla Matas**

Church Church Hittle & Antrim (12)



**July 10**

Billing and Accounting Update  
Lewis Wagner

**August 14**

Diversity, Equity & Inclusion

**September 12**

Annual Partner Event  
The Living Room

**October 9**

Breast Cancer Awareness

**November 13**

Friendsgiving & Community  
Connection

**December 11**

Holiday Luncheon

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## National Highlights



ALA's Mental Health First Aid Certification Program is an interactive training course comprised of 2 hours of self-paced content (to be completed online independently prior to the live session) and one 6.5-hour instructor-led session over Zoom. The one-day training program will be offered on various Fridays. Due to the interactive nature of this course, there is a maximum of 30 participants per offering.

**2024 summer course dates (CST):**

Friday, August 9, 9 a.m.–3:30 p.m.

Friday, August 16, 9 a.m.–3:30 p.m.

Friday, August 23, 9 a.m.–3:30 p.m.

[Register Here](#)

- Read the latest issue of [Legal Management](#). This monthly magazine may be found under Resources at [www.alanet.org](http://www.alanet.org).
  - Interested in becoming a Certified Legal Manager (CLM)<sup>®</sup>? You can learn more [here](#).
  - Do you have questions about eDiscovery vendors, flexible staffing or hiring and retention? See what your peers have to say in the [Online Communities](#).
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# DIVERSITY DISCUSSION



## Planning for DEIA Success: Creating a Vision Board for Your Firm's DEIA Goals

- ● As legal administrators, we're no strangers to planning ahead and setting goals. Amid all our responsibilities, one topic that should be top of mind is diversity, equity, inclusion and accessibility (DEIA).
- ● Now is the perfect time to take a look at your firm's current DEIA strategies and develop a plan for the rest of 2024 to ensure that the progress you've made isn't lost and that anything that needs a review or overhaul is mapped out and worked into a new strategy for optimal success.

One of the most crucial tasks you can do is review the prior year's diversity plan. What may have worked in meeting your firm's goals? What didn't work? And why? Setting aside time to thoroughly review the past year's actions means setting your firm up for success in the current year.

This is also a time to celebrate all that has worked well for your company. If your shareholders, partners, associates and administrative staff see that there is change occurring and that the company has benefited from those changes, then you will have more people aligned and committed to seeing the DEIA plan through.

Send a simple one-page visual with an explanatory email, labeling it something catchy like "Celebrating Our Strides in Diversity." Providing this very important framework helps employees review identified goals, visualize how committed the company was to these goals and celebrate the resulting achievements.

Further, conducting an analytic review of which strategies worked and which came up short is highly important. This process can essentially be as detailed or informal as your firm would like. One question to ask yourself is, how many people are showing up to your diversity initiatives? Are they of different backgrounds, cultures, genders or minority groups?

It's also essential that you look at any hiring challenges your firm has faced. For example, if a DEIA goal was to hire more diverse entry-level associates and this goal wasn't achieved, you may need to look at your hiring process or candidate pipeline. If there was a DEIA strategy that was focused on mentorship and advancing minorities within the company, then take a deep look at whether and how those initiatives benefited the mentee and the mentors.

- ● After reflecting on the successes and challenges you've faced in your DEIA program, you can move towards setting a vision for 2024 and beyond. Here's how.





## CHARTING A NEW COURSE

One way to plan out your firm's future is by creating a vision board — a roadmap that goes beyond addressing challenges to embracing diversity as a strength, equity as a fundamental principle and inclusion as a shared responsibility. Here are some DEIA aspects you may want to include on your vision board.

- 1. Mission Statement and Core Values** - Establish a robust mission statement and set of core values that encapsulate your firm's commitment to DEIA. This foundational step sets the tone for all your initiatives and provides a guiding light for both internal and external stakeholders.
- 2. Highlight ERG Goals, Events and Initiatives** - Employee resource groups (ERGs) play a pivotal role in fostering a sense of belonging and unity within the organization. Outline specific goals, events and initiatives planned by ERGs to ensure a targeted approach toward diversity and inclusion.
- 3. Education Initiative** - Knowledge is a powerful tool for change. Develop an education initiative that includes training programs, workshops, and resources to enhance awareness and understanding of DEIA issues among employees at all levels.
- 4. Community Involvement** - Strengthen your firm's ties with the community by actively participating in local initiatives and causes. Community involvement not only contributes to social responsibility but also enhances the firm's reputation as a responsible corporate citizen.
- 5. Employee Engagement** - Engaged employees are more likely to contribute positively to DEIA efforts. Implement strategies to boost employee engagement, such as mentorship programs, feedback mechanisms and recognition for contributions to diversity and inclusion.
- 6. Celebration of Differences** - Celebrate diversity through events, campaigns and activities that highlight the unique qualities and backgrounds of your workforce. Creating an inclusive culture involves recognizing and appreciating the differences that make each individual valuable.
- 7. Metrics and Goals** - Establish clear metrics and goals, ensuring that they are measurable, achievable and aligned with the overall mission of your DEIA initiatives. Regularly track progress and adapt strategies as needed.
- 8. Training and Development** - Invest in the training and development of employees, focusing on building inclusive leadership skills and creating a workplace culture that promotes diversity at all levels.
- 9. Technology and Innovation** - Explore innovative technologies, such as AI tools, that can support DEIA initiatives. From inclusive hiring platforms to communication tools that facilitate open dialogue, leverage technology to enhance the effectiveness of your strategies.
- 10. Inclusive Policies or Practices** - Craft and communicate inclusive policies that set the standard for fair treatment and equal opportunities within the organization. Ensure that these policies are embedded in every aspect of the firm's operations.
- 11. Supplier Diversity** - Extend your commitment to diversity beyond the workplace by promoting supplier diversity. Partner with diverse suppliers and contribute to the economic empowerment of underrepresented communities.
- 12. How to Get Involved** - Empower employees to actively participate in DEIA initiatives. Provide clear guidance on how individuals can get involved, whether through ERGs, volunteer opportunities or leadership roles.
- 13. Feedback Mechanisms** - Establish transparent feedback mechanisms that encourage employees to voice their concerns, share experiences and contribute to the ongoing improvement of DEIA initiatives.

In crafting your vision board, remember that diversity, equity and inclusion are not just checkboxes to tick off but integral elements that drive the success and sustainability of your firm. Embrace the vision, champion the cause, and together let's create a future where DEIA is not just a goal but a lived reality.



### About the Authors

**Khevna Patel** serves on ALA's Diversity, Equity, Inclusion and Accessibility Committee and is a member of the Greater Los Angeles Chapter.

**Janae D. Martin** is Legal Administrator at Helmers + Associates in Louisville, Kentucky. She is the 2023-2024 Vice Chair of ALA's Diversity, Equity, Inclusion and Accessibility (DEIA) Committee.



Celebrating  
Our

50<sup>th</sup>

