



BULLETIN

WICHITA AREA CHAPTER OF THE
ASSOCIATION OF LEGAL ADMINISTRATORS

August 24, 2009

Jana's jottings . . .

The end of summer is upon us, and I feel like it has scarcely begun. Luscious tomatoes from our garden are still delighting my palate, but the coolness of my early morning walk has begun to require a little more clothing. We will have one last fling vacationing with the grandchildren at Myrtle Beach, and then it will truly be fall.

How have your summer project plans for the office gone? Sometimes I think I take one step forward and two steps back, but there have been some accomplishments with which I am pleased. This bulletin is one of them. Call me old-fashioned, but I have missed WALA's newsletters with their reminders of local events and items of interest.

Some office projects that I had slated for summer have been pushed into fall – but I don't lose any sleep over that. I have learned through the years that if I set goals for myself, they will eventually happen. It's when I don't set any goals that I should not be surprised when things stagnate. What are YOUR goals for the rest of the year?

Meet Kerri Smith

Our newest member is the office administrator at the Joseph, Hollander firm. Kerri is responsible for financial, human resources and facilities matters for her firm. She actually gets to work from home, as well! Kerri has been an administrator for over five years. We're glad to have you, Kerri!



Kerri Smith

Upcoming events

Cash is King
August 26, 2009

I hope you have already invited someone in your firm to attend this special session next week with Terry Brummer, the Chief Operating Officer from Stinson Morrison Hecker's Kansas City office. If not, why not?

Don't Let Good Benefits Get You in Bad Trouble
September 23, 2009

Terry Mann, Attorney, Martin, Pringle, Oliver, Wallace & Bauer will be sharing with us about trends and issues concerning auxiliary employee benefits like vacations, sick leave and other employee benefits. You will undoubtedly take away some good ideas for your firm in these hard economic times.

SAVE THE DATE
Community Challenge Project
October 17, 2009

Regional Conference

Your connection
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Region 3 Educational Conference & Exposition

Filled with cutting-edge educational information, peer networking opportunities, and the most current legal products in the industry, ALA's Region 3 Conference & Exposition will focus on furthering your personal career goals and the objectives of your law firm.

October 8 - 10, 2009
The Chase Park Place Plaza
St. Louis, Missouri

For more information and to register, visit www.alanet.org/region3

NOTICE

Meeting dates moving to third Wednesdays in November and December:

November 18
December 16

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