



## eBULLETIN

WALA

Wichita Area Chapter

A Chapter of the Association of Legal Administrators

June 16, 2010

### Mary Ellen's musings ...

I am looking forward to attending CLI in Las Vegas with Mary Turner. We are both excited to have the opportunity to network on the Chapter's behalf regarding vendors and educational sessions. It will be a good opportunity to meet others chapter leaders in Region 3 and gain insight on various topics and issues. More information to follow when we return!



### Conference Session Report

#### An Operations Manual? What a Concept!

By Jana Waltman

One of the things I enjoy about my job is the opportunity to write clear, step-by-step procedures. I had an Aha! moment at Conference when I attended a session titled "Clear Communications - Building a Sustainable Operations Procedural Manual". Now I am combining all those separate procedures and memos into one coherent manual and filling in the gaps. Maybe most of you already have that, but my firm did not. Here are a few tips from the session:

- The manual should be a comprehensive and efficient tool to run the office.
- It should explain to all employees "how to do it"; write to the lowest common denominator (keep it simple).
- Incorporate forms provided by vendors as well as any in-house forms.
- Have departmental/sub-operational components (accounting, billing, HR, etc.)
- Have those who know the procedures write specific sections.
- Determine format and distribution (i.e. electronic vs. paper? If paper, will everyone have a copy or just one centrally located?)

If this is something you want to know more about, I would be happy to share the powerpoint handout with my notes.

### Help – give our newsletter a new name!



Now is the time for all you creative administrators to help us come up with a cool, catchy name for this "eBulletin". For example, the Kansas City chapter's is "The Hearsay". Submit your suggestions to the editor (jwaltman@gh-wichita.com) before July 1.

All entries will be considered anonymously by the Board. The winning entry will win a free meeting lunch and have bragging rights.

Catch us on the web  
[www.walanet.org](http://www.walanet.org)

### Upcoming events

June 23, 2010

#### "Getting the Most out of your Banking Relationship"

Speakers Michael DeBroeck and Marlon King from Intrust Bank will talk to us about how the relationship with our bank can help our firms become more efficient and profitable. They'll discuss helpful products and technologies plus how our loan officers and relationship managers can become valued business partners.

July 28, 2010

#### "Health Care Reform"

Speaker Karen Vines from IMA of Kansas will talk to us about the recent Health Care Reform Act and how it impacts our society and more specifically how it impacts our business. She'll give us an overview of the many new regulations and the ways that they affect us as providers of healthcare options for our employees and owners.

**CORRECTION:** The first three bullet point "Ideas for Going Green" in the November 9, 2009 issue of this publication were recommendations that have not yet been implemented by the Stinson Morrison Hecker firm. The editor sincerely regrets this miscommunication.

### Did you miss a meeting?

**REMINDER:** To see what you missed, access the speaker's handout(s) on walanet.org under the Members Area button. Click on "Past Meetings, Activities and Handouts" and voila! If you have password problems, contact June Huie for assistance.

**Questions or comments?** E-mail the editor at jwaltman@gh-wichita.com. To remove your name from this mailing list, you may reply with "Remove" in the subject line.