



BULLETIN

WICHITA AREA CHAPTER OF THE
ASSOCIATION OF LEGAL ADMINISTRATORS

October 12, 2009

Jana's jottings . . .



After recent participation in a webinar addressing business continuity during a pandemic, I decided it would be wise to give this topic some more thought. Different from a catastrophic office-destroying event, I learned that a pandemic nevertheless might mean a concurrent absence of 30-40% of current staff and attorneys across the board for several days at a time. Those numbers are enough to warrant some preparation on my part!

The speaker recommended assessing not only how deep you can go within your office to back up missing personnel, but also assess your key vendors, who could be having the same types of absences themselves. Will they choose to be responsive to your firm's needs over another's? Hmmmm. I better be extra friendly the next time they drop by!

Another key idea I took away was to evaluate how many people could work from home - what will our system support? What technical capabilities does everyone have to make that happen? Do we have enough licenses for the needed software under those circumstances? Yikes! And just when I thought it was safe to sleep at night!

How prepared are YOU for the impact of a pandemic on your business continuity?

SALARY SURVEY UPDATE

WALA'S Compensation and Benefits Survey will have a new look next year. The Salary Survey Committee has been working with the surveyor to develop a tool that would have the data submitted online. It will be similar to the paper surveys of the past few years. There will be a presentation at the November meeting to introduce the new survey format.

START PLANNING NOW!



May 3-6, 2010
John B. Hynes
Veterans Memorial
Convention Center
Boston, MA

Upcoming events

Community Challenge Project October 17, 2009

This year We will be assisting the Salvation Army with food preparation for their Angel Tree volunteers. We will be preparing meals in advance which can be frozen and reheated when needed. Put on your best apron and join in the fun:

Salvation Army
(kitchen)
350 N. Market
Saturday,
October 17
9:00 am
to 1:00 pm.



RSVP to Tiffany Rhodes if you have not yet signed up.

Online Social Networking in the Law Office October 28, 2009

Facebook, LinkedIn, YouTube, MySpace — how does all this fit into the legal office environment, if at all? Plan to join us as Ian Taylor of Network Management Group (NMG) shares some good, some bad, and probably some ugly on this topic.

REMINDER

Meeting dates moved to third Wednesdays in November and December

