

THE STATE BAR OF MICHIGAN  
LEGAL ADMINISTRATOR SECTION

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**MEETING MINUTES**  
**February 11, 2004**  
**DETROIT, MICHIGAN**

**Members Present:**

Jeanne Wong	Kathy Batts
Greg Grass	Joe Thimm
Bill Parsons	

The meeting was called to order at approximately 7:45 a.m.

Minutes for the January 2004 meeting were approved.

Treasurer's Report: There is \$6,500 available in the checking account.

The flyer has been completed and sent out for the IP Telephony seminar.

The winter newsletter was reviewed and approved. It will be mailed out this week.

There was discussion about a Health & Wellness seminar in May. Bill Parsons has a contact that is willing to give a presentation.

The group discussed various ideas for the spring newsletter.

The state Bar has informed us that there will no longer be a medium size firm practice section.

The legal administrator section plans to keep its annual meeting in the Metro Detroit area and not have it in Lansing.

Meeting adjourned at approximately 8:30 a.m.