

THE STATE BAR OF MICHIGAN
LEGAL ADMINISTRATOR SECTION

**MINUTES OF JANUARY 15, 2004 MEETING
SOUTHFIELD, MICHIGAN**

Members Present:

Joe Thimm
Jeanne Wong

December minutes were not available.

Treasurer's Report: Balance as of December 30, 2003 is \$6,504.57. Year to date fees received \$1,935.

Mr. Thimm will follow up with Mr. Parsons about preparing a flier for the IP Telephony Seminar scheduled for Wed, February 25th. We would like to send this flier out the first week of February. During mid-February, we will send out the winter newsletter with a reminder about the seminar. We will consider including the article written by Brian McDonald of Cisco Systems in our newsletter. Ms. Wong will follow up with Garry Arbuckle at Cisco for permission to reprint. We will also send out the invite to the ALA group in order to see if we can boost attendance at our seminars.

Mr. Thimm will follow up with Mr. Parsons regarding a Health and Wellness seminar in May.

Ms. Batts sent in an e-mail that she will be attending the ALA conference in May and will bring back handouts for seminar ideas.

Ms. Wong will follow up with the State Bar for a revised membership list.

Meeting adjourned at approximately 8:40 am.